



ROBERT COLLEGE

ISTANBUL, TURKEY

ROBERT COLLEGE is seeking a full-time ASSISTANT for the GUIDANCE COUNSELING OFFICE

Position Summary

The Counselor Assistant provides essential administrative, logistical, and communication support to the Counseling Office. This role ensures the smooth operation of counseling programs, accurate record-keeping, effective coordination with parents and counselors, and compliance with all the educational requirements.

Key Responsibilities

- Support daily operations of the Counseling Office, including scheduling, calendars, and parent appointments.
- Maintain confidential counseling records, student files, and required documentation.
- Complete and track required registrations, surveys, and reports for national education systems.
- Assist with student assessments, psychometric testing, and university/career counseling activities.
- Provide administrative support for students with Special Educational Needs (SEN), including attendance tracking and exam accommodations.
- Coordinate logistics for counseling meetings, university fairs, career days, trainings, and events.
- Serve as a communication liaison between counselors, parents, students, and external partners.
- Translate written and verbal communications between English and Turkish
- Support office operations, including supplies, facilities coordination, and visitor management.

Candidates should have:

- University degree in a related area.
- Minimum 5 years of professional experience (in a school or counseling setting preferred)
- Have excellent written and verbal communication skills in English and Turkish.
- Proficiency with scheduling systems, databases, and digital platforms

- High level of confidentiality and professionalism
- Exceptional organizational skills, clear and professional communication, and the ability to interact with sensitivity in a fast-paced educational environment.
- High emotional intelligence and interpersonal skills, particularly when engaging with students and families from diverse backgrounds.
- Demonstrate professional, ethical and personal integrity.

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to rchr@robcok.k12.tr by **February 26, 2026** including the contact details for at least three professional references.

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***