At UWC Mahindra College, we believe that education is transformational for both: our students and our faculty. Read further to know more.
ABOUT THE POSITION

Job title
Assistant University Guidance Counsellor

Reports to
University Guidance Counsellor

Type of Position
Full time non-residential staff

The Mahindra United World College of India (MUWCI) seeks to appoint a qualified and experienced Assistant University Guidance Counsellor (AUGC) who will be a crucial member of the team and serves as the administrative pillar of the University Guidance Office.

SPECIFIC AREAS OF RESPONSIBILITY
(BUT NOT LIMITED TO)

- Address queries from universities, students and parents or direct them to the university guidance counsellor as and when deemed required.
- Coordinate university visits and information sessions.

CONTACT
Please write to vacancies@muwci.net

Deadline: April 30, 2023
SPECIFIC AREAS OF RESPONSIBILITY

- Manage the logistics for university visits and information sessions.
- Coordinate with the Registrar and IB Coordinator in generating MUWCI transcripts.
- Send previous school and MUWCI transcripts to universities.
- Send ACT/ SAT score reports to colleges as per requirement.
- Facilitate sessions on standardized tests for the first-year students.
- Facilitate SAT testing as the SAT SSD Coordinator.
- Register students for Oxbridge Assessment Tests (such as TSA, BMAT etc.).
- Introduce Maia Learning to faculty and students.
- Assist students in linking their Maia Learning accounts to their common app accounts.
- Coordinate with Maia Learning and Common app for student/faculty account holds.
- Coordinate with the faculty for timely submission of letters of recommendation (LORs).
- Assist students with completion of financial aid forms in consultation with the counsellor.
- Work with the counsellor in compiling data for the university placement reports.
- Maintain a record of universities that have visited MUWCI (physically and virtually).
- Attend workshops, webinars, and counsellor fly-ins for professional development.
- The AUGC will be the first point of contact in the university guidance office for the first-year students.

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Deadline: April 30, 2023
DESIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in counselling, psychology, education, or a related field. Master's degree preferred with at least 5+ years of experience
- Strong interpersonal and communication skills, with the ability to build relationships and engage with diverse students, parents, and community organizations.
- Ability to juggle multiple deadlines throughout the year.
- Familiarity with and commitment to UWC guiding principles, objectives, and mission.
- The ability to respond effectively to the needs of a diverse and demanding student population.
- Knowledge of global universities (including India, USA, UK, Southeast Asia, Australia, New Zealand and the Davis scholarships and other independent scholarships in many parts of the world), their academic programs, admission policies, and financial policies and procedures based on locations and student nationalities

EMPLOYMENT TERMS

- 3 Year Employment Contract with strong employer provided benefits
- Very competitive compensation range
- Transport provided
- Opportunities for professional development

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Deadline: April 30, 2023
HOW TO APPLY

Interested applicants should send the following materials to the attention of the Head of College, Mr. Gaurav Chopra at vacancies@muwci.net.

- Curriculum Vitae
- Cover letter outlining how your qualifications and experience match the position requirements;
- Contact information for two referees (both telephone and email contacts)

Applications will be accepted till 30th April 2023 or until the position is filled, whichever is earlier.

_We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. Candidates must be willing to undergo screening appropriate to the position including checks with past employers._