

POSITION AVAILABLE

# UNIVERSITY COUNSELLOR

## FULL-TIME

We are privileged to learn, work, and live on the traditional territory of the SC'IA'NEW Nation.

Pearson College UWC stands as a beacon of hope and education, founded in 1974 with a vision to make education a force that unites people, nations, and cultures for peace and a sustainable future. Our mission is deeply rooted in this vision, striving to empower students from diverse backgrounds to actively engage in creating a better world.

At Pearson, we are more than just an educational institution; we are a vibrant community of passionate individuals committed to fostering global understanding and positive change. As one of 18 United World Colleges around the world, our students undergo a rigorous selection process in their home countries. They are chosen not only for their academic potential, but also for their demonstrated dedication to making a meaningful impact on the world. Moreover, the majority of our students receive substantial financial aid, ensuring that opportunities for transformative education are accessible to all.

### ***Pearson College UWC is recruiting for an outstanding University Counsellor***

**Reporting to:** Deputy Head of College - Academics

#### **Position Summary:**

The University Counsellor oversees all aspects of the university application process for students, including transcripts, applications, decision making, individual and group counselling, university visit coordination and maintenance of accurate records and statistics. The University Counsellor must maintain a network of contacts among admissions departments at leading universities around the globe to ensure student applications are viewed in the best possible light at target institutions.

It is integral for the University Counsellor to remain current regarding application timelines and processes in various countries, jurisdictions, and educational systems as our students attend post-secondary institutions around the globe. The University Counsellor advises students in their post-Pearson planning (including gap year or other alternative programs and options), advising a range of best-fit postsecondary options, as well as supporting students in their preparation and submission of applications.

**Major Responsibilities:**

- Ensure advisors, faculty, students and their families are aware of relevant university application process and timelines.
- Provide information and advice to students to foster a sense of independence and responsibility in determining their goals and fulfilling the steps of their application journey.
- Be readily accessible to students seeking assistance and maintain a high level of visibility in the university counselling office.
- Advise students on applications to universities, scholarships, and standardized testing if relevant.
- Work closely with advisors to foster an ecosystem providing focus, feedback, information, support, and encouragement for each student.
- Obtain and coordinate a wide range of resource materials and sources of information on universities throughout the world.
- Advise students on gap year opportunities and alternative programs and options.
- Oversee the management of the database.
- Identify scholarship opportunities and, whenever possible, promote Pearson College to universities to attract new scholarship offers.
- Develop and maintain contacts with university admission departments.
- Work with the Academic Services Assistant to schedule and host visits by university representatives.
- Identify and resolve urgent placements.
- Process official testimonials kept on file for each student and sent with relevant applications.
- Work with the Academic Services Assistant to ensure accurate documents are prepared and sent by deadlines.
- Be involved in analysis of examination results during the summer.
- Prepare the College/School Profile annually.
- Report university admissions outcomes to the Deputy Head, Head of College, and, as appropriate, to the members of the Board of Directors.
- Research and stay current with university requirements, regulations and admissions trends.
- Perform other duties as assigned to support overall operations of the College.

**Education, Skills & Experience:**

- Bachelor's degree or higher, ideally in counselling, education or international relations
- A passion for, and understanding of, the mission of Pearson College UWC and the international UWC movement
- Excellent interpersonal, research and organizational skills
- Effective communications skills, verbally and in writing
- High level of competency working with software productivity tools such as MS Word, Excel, and Access as well as university application tools and resources

- Demonstrated expertise in working in challenging situations with the ability to exercise a high level of ethics, tact, diplomacy and discretion
- Demonstrated problem-solving skills, flexibility, and adaptability
- Ability to meet strict deadlines, and work within a flexible schedule such as evenings and weekends and availability throughout the calendar year
- Must be able to successfully pass a Criminal Records Check

### Compensation & Organization

This is a full-time position of 35 hours per week, located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, BC. The salary range is \$41,860.00 – \$99,000.00 per annum, plus a comprehensive benefits package that includes four weeks of vacation with additional paid time off during the Winter Break / Christmas, extended health and dental coverage, matching RRSP program, and on-site meal program (a taxable benefit). Applications will be accepted until the position is filled and reviewed daily. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada and pass a criminal record check. Résumés and a cover letter can be emailed to [careers@pearsoncollege.ca](mailto:careers@pearsoncollege.ca).

*As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning, and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power.*

*We encourage applications from individuals belonging to minority groups, including but not limited to Indigenous peoples, LGBTQ+ individuals, women, and those with diverse backgrounds or experiences. Your unique perspective is valued and contributes to fostering an inclusive and equitable workplace.*