**International Program College Counselor (20 hours/week) and**

**WA Global Network Recruitment Coordinator (20 hours/week)**

**Departments:** Wheaton Academy Student Services and WA Global Network

**Reports To:** WA Global Network Executive Director and Wheaton Academy Vice Principal

**Classification:** 12-month staff position, exempt

**Hours:** Full-time

**Benefits:** Applicable per designated classification

**Approved by**: B. Vishanoff **Prepared Date**: 2019

**Job Summary:** The *International Program College Counselor* provides specific academic and university counseling for 60 international students annually, many of which aim to be admitted to highly selective universities. He or she will also develop international university counseling curriculum and support structures.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned:

1. In collaboration with the Wheaton Academy College Counselors, advise international students through all four years of study with the goal of highly selective university admissions.
2. Counsel freshmen and sophomore international students to ensure they are selecting classes wisely and performing in a manner that sets them up for highly selective university admissions.
3. Counsel junior and senior international students weekly to plan and oversee college admission application.
4. Coordinate a comprehensive ACT/ College Board testing/ TOEFL preparation and testing plan for each student, and offer advice on requesting letters of recommendation.
5. Communicate college application updates to international and host families monthly/weekly.
6. Develop partnerships with colleges and university who can provide a high level of financial aid to under-resourced students.
7. Plan college visit trips for international students – oversee all logistics beforehand and serve as the trip leader.
8. Travel internationally at least once a year to represent Wheaton Academy and WA Global Network and meet personally with international families regarding university counseling.
9. In collaboration with the WA college counselor, deliver periodic parent seminars on the college admission process.
10. Assists with other department duties as assigned.

**Job Summary:** The *WA Global Network Recruitment Coordinator* provides specific recruitment project strategy oversight. He or she will coordinate tasks for recruitment trips, websites and social media campaigns so Wheaton Academy and WA Global Network is well represented abroad. He or she will also travel at least once a year to represent Wheaton Academy and WA Global Network overseas.

1. Develop a comprehensive marketing plan for WA Global Network activities annually (SEI, school placement).
2. Develop and manage team timelines and task lists for recruitment trips and marketing ventures.
3. Track stats and lead evaluation/ reflection of initiatives
4. Interview network school applicants to determine if students are mission fit
5. Oversee and recruit sponsorships for the International Student Program Conference (ISPC)
6. Attend SEI with a focus on relationship building and consulting with study abroad candidates
7. Develop recruitment relationships in new countries for SEI and study abroad
8. Assists with other department duties as assigned.

**Qualifications:**

The*International Program College Counselor* and *WA Global Network Recruitment Coordinator* must be a spiritually sensitive individual who understands the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

The ideal candidate will have a master’s degree and attendance at a highly selective university or work experience in admissions at a highly selective university is preferred. He or she will also have experience working with international students in an academic setting. Experience in business or previous camp experience preferred. Experience in private school student services / guidance / registration is a plus.

**Competencies:**

**Computer**

* Demonstrates high proficiency in the computer technology, including Naviance, Blackbaud, Zoom, and Microsoft Office.
* Savvy and comfortable with learning and implementing new technology.

**Student Counseling**

* Understands sensitivities in working with international school families and students in need.
* Understands and implements school philosophies in the partnership between home and school.
* Counsels and provides intervention ideas for students, teachers and families to ensure all students learn at high levels.
* Handles confidential information with care.

**College and Career Guidance**

* Develops and documents procedures to ensure repeatable systems.
* Communicates with host parents and international parents of juniors and seniors weekly and responds to emails and questions promptly.
* Uses assessment results and academic grades to advise students on class placement.

**Administrative**

* Works independently.
* Anticipates and proactively completes departmental tasks.
* Coordinates college and career guidance schedules with Student Services and Educational Offices.
* Translates objectives and goals into a workable plan, delegating appropriately while retaining control.
* Demonstrates excellence in editing and positive tone in e-mails and written communication.
* Demonstrates organized, concise thinking and communication.
* Maintains a logical organizational system in order to maintain departmental efficiencies.
* Handles a myriad of regular administrative details and additional responsibilities when asked.
* Meets deadlines for parent and student communications and mailings.
* Foresees possible calendar conflicts and takes initiative to adjust events/appointments/meetings as necessary.

**Decision Making**

* Maintains an open mind and participates in team or department decision making and encourages others.
* Builds consensus in making decisions, with limited resources when necessary.
* Exemplifies a manager type who is analytical, innovative, decisive and tough-minded.

**Multi-Tasking/ Independence**

* Works efficiently; is known as a self-starter, sees what needs to be done and takes the initiative to do it.
* Creates momentum, causing things to happen; proactive rather than reactive.

**Office Climate**

* Exhibits a positive, supportive and reciprocal respect to all colleagues
* Is committed to and models a supportive, positive and caring community where all students are valued regardless of development or cultural norms.

**Spiritual Formation**

* Has a growing and vibrant relationship with Jesus Christ.
* Demonstrates biblical maturity and serves as a Christian role model.
* Maintains an active participation in a protestant evangelical church.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.