

AISV JOB OPPORTUNITY

COLLEGE COUNSELOR

HIGH SCHOOL (GRADES 9 - 12)

Upper School Campus, Subačiaus g. 41, Vilnius

OVERVIEW - PRIMARY PURPOSE OF THE POSITION

The College Counselor guides high school students through the college selection and application process, supports academic planning, and conducts informational sessions for students and families. This role is part-time and intended to complement another instructional or coordinating role (College Counselor 50%, Other 50%).

DUTIES AND RESPONSIBILITIES

- Advise students on college selection, application processes, and career planning.
- Conduct workshops for students and families on the college admissions process.
- Collaborate with teachers to align academic planning with college goals.
- Provide personalized guidance for applications to universities in Europe, the UK, and North America.

KNOWLEDGE, SKILLS AND ABILITIES

- Deep knowledge of the global college admissions landscape.
- Strong interpersonal and communication skills.
- Ability to develop long-term academic and career plans for students.

PREFERRED QUALIFICATIONS AND/OR WORK EXPERIENCE REQUIREMENTS

- Experience in college counseling or student advising.
- Familiarity with IB programs and international school settings.
- Proficiency in English; additional language skills are an asset.