



YK Pao School
Shanghai, China
High School University and Careers Counselor
For August 2025

YK Pao School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. References, background checks and criminal record checks will be required.

Applicants will be required to fill in an application form for details of educational and professional background and history. Trained interviewers for safe recruitment will participate in the interviews. Reports from government agencies regarding police records and safeguarding records are required. Prospective applicants will undertake rigorous reference check. Open reference or open testimonies will not be accepted. All staff members are trained at least annually for safeguarding policy including identifying, reacting and reporting process.

Applications are invited as soon as possible as we will be beginning online interviews shortly.

Position Aims:

Help develop the University Counseling program for primarily Years 11 – 12. Guide students and parents through the university search and application process. Teach University Counseling workshops and help lead University Boot Camp programs. Network with admissions representatives to develop and maintain relationships with colleges.

Key Responsibilities:

- Meet individually with Year 11 and 12 students to guide them through all facets of the college search and application process. This includes developing a college list and testing plans, writing essays/supplements, preparing students for interviews, and all related activities relevant to application in a variety of countries.
- Meet with families to help them understand the process and appropriate fit. Present at parent education programs.
- Help develop the university counseling curriculum and teach classes on a weekly basis.
- Utilize CIALFO to both keep students on track and to submit credentials to colleges and universities.
- Take on assigned responsibilities/projects for the University Counseling office.
- Network with admissions officers to build the reputation of YK Pao School including hosting visiting admissions officers and introducing them to the school.
- Work with IB Coordinators and teachers to insure completion of college requirements and recommendation letters on a timely basis.
- Help plan and chaperone college tours and other school activities.
- Contribute to the online bi-lingual University Handbook resource.

Job Requirements:

1. Bachelor's degree (advanced degree(s) preferred);
2. Experience of working in an International School or a multi-cultural setting;
3. Expertise in and a passion for your counselling and a genuine interest in working with teenagers;
4. Excellent communication skills, the ability to take the initiative and the flexibility to deal with change;
5. Enthusiasm, energy, creativity and the willingness to take risks.

Certificates:

A university degree and relevant professional counseling qualifications and/or certifications in home country.

Attractive Remuneration Package:

1. Competitive salary;
2. Comprehensive International medical insurance (except US);
3. Pension contribution;
4. Housing allowance;
5. Flight allowance.

For more information please visit: www.ykpaoschool.cn