

Guidance Counsellor

We are seeking a dedicated and student-focused Guidance Counsellor to support students in planning and achieving their university and career aspirations. This role involves working closely with current students and recent graduates to provide structured guidance on university options, admissions, scholarships, and application strategies. The Guidance Counsellor will collaborate with fellow counsellors, parents, and internal stakeholders, while building strong relationships with local and overseas universities to ensure students receive accurate, timely, and personalised advice throughout their application journey.

Key Responsibilities

Student Guidance & Counselling

- Provide comprehensive university counselling to students and recent graduates (including returning Singaporeans) through individual consultations and group sessions, conducted both on campus and via online platforms such as Zoom or VooV.
- Guide students through the full university application process, including course selection, scholarship applications, personal statement writing, and interview preparation.
- Conduct one-to-one and group counselling sessions to offer personalised advice tailored to students' academic profiles, interests, and long-term goals.
- Facilitate counselling sessions involving parents when required, ensuring clear communication and alignment on students' university pathways.

University & Stakeholder Engagement

- Establish and maintain strong working relationships with admissions offices of local and overseas universities, and remain up to date on admission requirements and processes.
- Work collaboratively with fellow Guidance Counsellors, parents, and internal stakeholders (including Directors and the General Manager) on university placement strategies and outcomes.
- Invite university representatives to conduct admissions talks, coordinate alumni sharing sessions on academic programmes and campus life, and organise the annual University Fair.

Programmes & Workshops

- Organise and deliver regular Guidance Counselling (GC) talks for Grade 10 to Grade 12 students on university pathway planning, including identifying interests and strengths, subject selection, personal statement writing, and career exploration.
- Support the planning and execution of career talks, university fairs, and other student engagement events, both online and in person.

Admissions & Application Support

- Coordinate with partner universities and external organisations to arrange meetings, internships, and placement opportunities where applicable.
- Research, track, and update information on university admissions criteria, deadlines, courses, scholarships, and testing requirements, and prepare relevant informational materials.
- Present university options, entry requirements, and preparation strategies to students during classes using presentations and other resources.
- Assist students and parents in selecting suitable universities and majors, and support the collection, review, and revision of application documents.
- Manage and monitor university applications, providing regular updates to students and relevant school staff.
- Maintain accurate records of application outcomes and offers received, and analyse data for reporting and continuous improvement.

Requirements & Skills

- Minimum Bachelor's degree from a recognised university.
- Strong passion for supporting and working closely with both students and parents.
- Relevant experience in university counselling or admissions support is preferred; fresh graduates with strong interest in the field are welcome to apply.
- Excellent interpersonal, communication, and networking skills.
- Ability to work independently as well as collaboratively with internal and external stakeholders.
- Professional proficiency in both English and Mandarin (listening, speaking, reading, and writing), as the majority of students are from Mainland China and effective communication with Mandarin-speaking parents is essential.