

## **International Education Counsellor**

### **Job Description**

- Provide information and advice to help demystify the U.S. high school/college admissions and scholarship or financial aid process;
- Collect school information and conduct admissions analysis;
- Assist students and parents in understanding the difference in techniques and strategies of educational exploration in the U.S. and Canada high school/college admission process;
- Provide one-on-one advising to students (preferably with parents or guardian) in areas of U.S. high. School/college selection and applications, financial aid opportunities, college entrance examination encouragement, and student visa applications;
- Assist students to assess and determine their educational needs and academic potential; assess student records, strengths and weaknesses;
- Assist students to set career goals and determine the necessary steps and the appropriate educational opportunity to achieve their goals;
- Guide students in their awareness and planning of their secondary school curriculum, including the selection of course of study or extracurricular activities that will enable them to maximize their educational and career options;
- Assist students and parents in understanding the role of testing in U.S. education and the individual interpretation of all standardized test results;
- Inform clients on converting grades and calculate GPA of Indian academic institutions into acceptable U.S. standards and vice versa;
- Broaden student's horizons by introducing them to the variety of U.S. postsecondary educational opportunities available and the educational routes to each, and plan campus visits when necessary;
- Review student's high school, college or graduate school applications and essays and provide feedback; prepare the students for school interview;
- Guide the student to set his/her own timeline of suggested tasks and important dates in the application process;
- Build connections with Indian schools and education agencies to expand the Indian Education Market.

### **Minimum Requirements:**

- Bachelor's degree and Master's Degree in Education or other relevant major; Equivalent foreign degree acceptable.
- Excellent communication and research skills.
- Familiar with the U.S. and Indian educational systems.
- Knowledge of school and student visa application process.
- Advanced computer skills, including Word, Outlook, Excel, and Power Point Presentation.

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**<https://www.gamree.org/careers>**

**Compensation:**

- This role is completely based on profit share.