



Director of University Counseling
UWC Changshu China—Changshu, Jiangsu, China
July 2023

THE SCHOOL

One of the newest UWC schools, the only UWC in mainland China, the campus of UWC in Changshu is particularly stunning – and very much its own self-contained community. The campus is fully equipped and state-of-the-art. Designed by Mo Ping, the protégé of I.M. Pei, the 24-acre facility is built on an island on the northwest side of Kuncheng Lake. In architectural design, the campus is a reminiscent of a southern Chinese waterside village, where connections between all



parts are seamless and unobstructed. Changshu, a “small town” of just over 1M residents, is part of Suzhou, located 110 km or about 70m west of Shanghai, in the heart of the Yangtze River Delta. The area is rich in history, and enjoys a moderate, four-season climate.

With an enrollment of 600, UWC Changshu is an IB school founded in 2015, emphasizing youth leadership, environmental stewardship, and Chinese culture. Students from 100 countries create a diverse demographic at the school and are able to immerse themselves in local culture, social entrepreneurship, service, and environmental activism as part of their overall academic program. The academically rigorous curriculum follows the IB Diploma for grades 11 & 12 and has the reputation of having the strongest university placement in all of China. With a co-curriculum of Chinese culture and social action that follows the sentiments of the UWC movement’s founder, Kurt Hahn, who said: “I regard it as the foremost task of education to insure the survival of these qualities: an enterprising curiosity, an undefeatable spirit, tenacity in pursuit, readiness for sensible self-



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denial, and above all, compassion,” the experiential program emphasizes – and creates opportunities for – students to identify and follow their passions by taking initiative, and exhibiting leadership.

THE POSITION

The Director of University Counseling is a member of the UWC CSC Senior Management Team, reporting to and supporting the Principal in providing the leadership to maintain safe, secure, healthy, and positive school environment that enhances student development. The Director of University Counseling will lead a growing team of university counselors and can look forward to working with highly motivated, enthusiastic, and talented students as they grow through their years, which the existing team of university counselors finds extremely fulfilling. Departing the school after 8 years for Singapore, Elisha Anderson, the current director, arrived on campus after 15 years working in Brown University admissions. The school would love to have an appointee with strong understanding of US college admissions and while is seeking someone for a longer tenure, is open to considering experienced applicants for a one or two-year interim role. Campus housing is provided.

Key College-Wide Responsibilities

- Play a full role in the leadership team of UWC Changshu.
- Promote learning and pedagogical practices in line with the UWC mission and values and compliance with the UWC Guiding Principles.
- Promote, develop, and establish a positive safety culture within the UWC CSC.
- Manage the development and review of university counselling policies and practice and update documentation.
- Work closely with University Counselors, University Advising secretaries, Principal, Vice Principals, Heads of Academics (DP&FP), Advisors, Boarding Head of House, Counselors, Admissions, and External Tertiary Institutions.
- Fulfil other responsibilities as assigned by the Principal.

Main Duties and Responsibilities

- To participate in the ongoing development and implementation of a careers education program for all grades along with other members of the University Counseling department.
- To support students in their transition from Upper to Senior School with preliminary university information and guidance on IB subject selection.
- To provide Grade 11-12 students guidance, information, and advocacy as they navigate their way through the university application process worldwide.
- To ensure that students feel well-informed, supported, and empowered to identify appropriate universities that are a good match and present themselves to those universities in a manner that highlights their strengths.

1. Individual Guidance and Counseling

Establish a personal advising relationship to an assigned caseload of students in G11-12 to offer advice on a range of issues including:

- resources for researching universities worldwide; guidance on visiting campuses, informational interviews with Admissions staff, and questions to research



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- short-listing reach/realistic/likely universities for applications following detailed research
- country-specific and individual university application procedures
- fee status/financial aid/scholarship opportunities & application procedures
- university planning and application procedures for gap-year and National Service plans
- career options available following tertiary education; university courses best suited for career plans
- strategies for strengthening academic and overall profile to ensure best possible application outcomes, including advice on ACT/SAT and other test preparation, work-experience, essays, interviews, etc.
- Arrange interview and mock-interview opportunities for students with visiting admissions personnel and UWC or other appropriate mock-interviewers.
- Identify financially needy students and provide detailed guidance and support to ensure good scholarship matches. Work intensively with UWC National Committee and other scholars who are seeking full-need scholarship places at university.
- Offer individual guidance interviews to G10 students about IB packages based on careers exploration, academic interests identified, and tentative university plans.



2. Group Guidance for Students, Parents and Staff

- Inform students, parents, and staff about university systems worldwide. Run information sessions for parents of Grades 10-12 about university destinations and issues.
- Guide G11 and G12 students and UWC CHANGSHU CHINA graduates through the university application process via small and large group work (University Evening, assemblies, tutor group visits, lunchtime/after school/evening information sessions, etc.).
- Guide G11 and G12 students planning to take a Gap Year or do National Service on their university plans.
- Advise and run workshops on personal statement and college essay writing. Provide individual feedback on multiple drafts of students' personal statements/essays.
- Guide G10 students on preliminary university exploration and university implications of their IB package selection via small and large group work.
- Run careers education and skills training workshops for G9-10 students via small and large group sessions.



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- Participate in the advising process to support G8 students in their GCSE subject selection, as needed.
- Organize and run staff workshops on pertinent topics. Produce materials to support staff involvement in the careers education program (G9-10) and university application process (G11-12) as tutors and subject teacher referees.



3. Administration and Communication

- Keep students, parents, and staff informed of relevant deadlines and support them throughout the varied application processes for multiple university destinations.
- Use Naviance eDocs for US application processing and UCAS for UK application processing.
- Manage and track university applications made by allocated students, including processing school-issued documents, following up with university representatives and troubleshooting as needed.
- Contribute to printed and electronic communication (including a weekly University Bulletin, the University Counseling website and blog, and other forms of communication) to inform students, parents, and staff about on and off-campus events, university information opportunities, deadlines, and other relevant tertiary information.
- Actively seek financial aid and scholarship opportunities worldwide and facilitate student research for scholarships. Coordinate scholarship nominations and applications.
- Write or review, edit and collate references. Manage the production of high-quality references by contributing to insets and publications for teachers, tutors, and other relevant members of staff.
- Contribute to collation and analysis of university application and placement data and use appropriate data analysis to inform various aspects of university guidance provided.



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- Network with UWC CHANGSHU CHINA alumni regarding final destinations, sharing their university experiences with current students.
- Regularly update knowledge base on all university-related matters in a rapidly changing tertiary world through personal research, departmental Insets, and various professional development opportunities including visiting universities and making presentations at relevant conferences, very often during the school holidays.
- Regularly update knowledge on careers and aptitude exploration resources.

4. Relationships with Universities and Organizations

- Co-host visits from 200+ universities throughout the school year
- Arrange speakers to visit the College to talk to students about studying in their country, application procedures, specific institutions, visa information, etc.
- Liaise with universities and educational centers for various countries through a variety of forums, including mutual visits, regular email and telephone communication, sharing publications, evening and weekend information sessions and receptions, networking opportunities at conferences and during visits to university campuses, etc.
- Maintain on-going relationships with university representatives to better advocate for students and UWC CHANGSHU CHINA regarding admissions decisions, waitlists, conditional offers, financial aid awards, etc.
- Develop relationships with organizations and individuals who could contribute to a careers education and work-experience program for G9-10 students, including UWC CHANGSHU CHINA's Alumni Relations office and Parents Association.

5. Part of the Team

- Work with the Principal and Vice Principals to develop and implement appropriate procedures consistent with the College's values and practices.
- Ensure through regular meetings, briefings, and other forms of communication that appropriate members of staff are kept informed of tertiary issues pertaining to students and of any changes in university systems worldwide that may have implications for IB package selection, or any other aspect of academic and pastoral guidance provided to students.
- Liaise with relevant pastoral personnel when devising and implementing a careers education program for G9-10 students.

The Director of University Counseling should strongly possess considerable current experience of advising students applying for admission to university in North America and the United Kingdom, or excellent familiar with these university systems on the university Admissions side. Experience of developing and implementing a careers education and



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work-experience program is highly desirable. Familiarity with advising and application processing in Canada, Australia, Europe, and Asia would be valuable.

The Director of University Counseling should possess the following:

- A degree and a minimum of three years' experience as a Head of University Counseling or other appropriate educational administrator are pre-requisites.
- Ideally already be working as a Head of University Counseling in a similar environment or be well suited to making the transition to this post at UWC CHANGSHU CHINA.
- The ability to engage with students and to engender enthusiasm for learning is a pre-requisite for teaching at UWC CHANGSHU CHINA.
- Be willing and eager to participate in the five key elements of a UWC CHANGSHU CHINA education: Academic; Pastoral; Service; Activities; Outdoor Education.
- Expectations include enthusiastic participation in Professional Development, both that which is mandated by the College and that which is identified by the University Counseling.
- On average the College expects a yearly contribution of two sessions per week in each season to Activities and/or Service.
- Be enthusiastic about working within a multicultural environment. Flexibility of approach and a collaborative style are essential.
- It should be noted that the College is a dynamic and high energy environment: the rewards are high – but so are the demands on teacher time and engagement.



Safeguarding Statement

UWC CSC is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.



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TO APPLY

Interested candidates will need to submit the materials below to Ben Bolté at Carney, Sandoe & Associates (information below). Those interested in exploring the opportunity confidentially may contact the consultant. All inquiries are confidential. Please do not contact the school directly.

- Cover letter expressing interest in the position, detailing your skills and experiences with the needs of the position and your commitment to UWC Changshu China's core values and mission, as you understand them.
- Current and comprehensive résumé of no more than four pages with all experience and dates included;
- Finalists for the position will need to submit a list of 4-5 references – who will be contacted only with permission of the candidate.

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