

# DEPUTY DIRECTOR OF UNIVERSITY COUNSELLING SEARCH

**CHINESE INTERNATIONAL SCHOOL**

Hong Kong, China

[cis.edu.hk](http://cis.edu.hk)

Start Date: Summer 2026



**Carney  
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& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

CIS is a community of learners at the confluence of East and West, each empowered by a bilingual, inter-cultural programme to discover new paths, build bridges, and flourish on a life's journey in pursuit of excellence, commitment to service, and stewardship of our future.

## At a Glance



Established  
**1983**



Enrollment  
**1,600+**



Total Faculty  
**240+**



Student-faculty Ratio  
**8:1**



Financial aid awarded  
**HKD13M**



Nationalities represented in  
student body  
**30+**



Faculty with advanced  
degrees  
**141**



Campus size  
**1,3 hecares**

Primary School enrollment (Reception-  
Year 6): 650+

Secondary School enrollment (Year 7-9 &  
11-13): 850+

CIS Hangzhou (Year 10): 100+

Nationalities represented in the faculty: 20+

Average faculty tenure: 10+ years

Students receiving aid: 45

Co-curricular activities offered: 150+

Mascot: Phoenix



## Overview

Committed to academic excellence through its bilingual English and Mandarin program, Chinese International School (CIS) is a school of uncommon aspirations and outcomes. The school is located in Hong Kong, with a campus for all of its Year 10 students in Hangzhou. It has a student body of 1650, with approximately 140 Seniors each year. The IB Diploma Program is the culmination of the academic program in Secondary, with the vast majority of CIS students earning the full IB Diploma with remarkably strong results. CIS's students engage in a demanding academic program within a highly supportive environment, while experiencing the opportunities inherent in a dynamic global educational community. All community members seek to embrace and embody the school's core values:

- 仁 We care for ourselves, each other, our communities, and our planet.
- 義 We act with courage to stand up for what is right.
- 禮 We respect one another and we embrace diversity.
- 智 We seek to discern right from wrong and we make responsible choices.
- 信 We are honest and trustworthy and we act with integrity.

CIS's University Counselling Office provides a comprehensive program to support the individual and collective needs of a diverse student and parent population, which has a uniformly high level of expectations for the post-secondary search, application, and selection processes. Students consider a wide range of global educational systems and, most frequently, attend universities in the United States, the United Kingdom, Canada, and Hong Kong. Based on the office's work to build greater awareness about the full range of university options as well as an evolving student and family population, the school anticipates that students will consider other systems in more significant numbers over time, including universities in mainland China.

CIS is seeking a student-centered, collaborative, globally-minded, and experienced university counselling professional to join the University Counselling team as Deputy Director. The team, which currently includes the Director, Deputy Director, two Associate Directors, two Assistant Directors, and two administrative assistants, hopes to find a dynamic and experienced leader from university counselling or university admissions who is eager to contribute to an exceptional team and support CIS's ambitious and inspiring school community.

The Deputy Director serves as the primary support to the Director of University Counselling and reports directly to them. Responsible for comprehensive operational leadership of the office, the Deputy Director plays a key role in managing day-to-day operations. This includes shaping department meeting agendas, overseeing the university counselling software, helping lead student and parent programs, assessing and refining the university counselling program, and providing mentorship, support, and guidance to other team members.





With a comprehensive understanding of current higher education trends, data, and evolving institutional priorities, the Deputy Director will play a critical role in aligning the office's vision: championing ambition while maintaining a strong focus on well-being, authenticity, and long-term purpose. A key aspect of this position is fostering a culture of thoughtful reflection, innovation, and continuous improvement within the team. The Deputy Director will utilize data analytics to monitor student outcomes, anticipate emerging trends, and conduct rigorous program evaluations, ensuring that the office consistently provides exceptional support. Additionally, the Deputy Director will assist in coordinating all office communications, serving as an essential liaison with other CIS departments, parents, alumni, and the school's global network of college and university partners.

In addition to these leadership responsibilities, the Deputy Director will also remain actively engaged with students by managing a counselling caseload, exemplifying shared commitment to hands-on student support.

## Priorities, Opportunities, and Challenges

CIS created the Deputy Director of University Counselling position three years ago to provide more day-to-day support for the team and to guide operations as the Director needed to more deeply engage in the strategic work of the school. The long-serving Director is retiring at the end of the academic year, and the current Deputy Director will be succeeding him as Director. CIS has launched a visionary strategic plan, [Vision '33](#), which will guide the community's work and focus leading up to its 50th anniversary. The Deputy Director, in close partnership with the Director, has the opportunity to ensure that the office's practices support and align with this vision, and that the Director can engage fully in the strategic work and decisions that lie ahead. The priorities for the next Deputy Director include:

**Establishing a trusting partnership with the Director.** As the current Deputy Director transitions to the Director role, she and the new Deputy Director, with patience, thoughtfulness, humility, and humor, will navigate their new roles and seek to develop a strong and synchronous working relationship. Close listening, clear and honest communication, and excellent follow through will be key skills to establishing a positive and trusting partnership that will allow the Director to dive into the strategic needs of the school and best support the growth and functions of the university counselling (UC) team.



**Developing collaborative partnership with the university counselling (UC) team.** In addition to the Director and Deputy Director, the UC team includes two Associate Directors, two Assistant Directors, and two administrative assistants. The team is warm, supportive, and collaborative with strong commitment to the school, its mission, and its students. The next Deputy Director will work with the team to evolve and refine the UC program and to ensure each member has the support and resources needed to best serve the students.

**Collaborate with colleagues outside of the UC office.** The next Deputy Director will seek connection with members of the professional community to develop broader understanding of the student population and their needs. There is opportunity to advance the relationship between the office and CIS's faculty and bring focus to the latter's responsibilities in supporting the university application process, including reference writing. The Deputy Directory will also continue to strengthen and develop the relationships and collaborations with the school's social and emotional counselling team and Secondary School leadership team to better understand and support students and their families.

**Continue the work of assessing and evolving the UC program.** CIS is an innovative and fast-paced school that is unafraid to examine and evolve its programs and practices to anticipate and meet the needs of its students. In this spirit, the Deputy Director, in partnership with colleagues, has the opportunity to refine the UC program, especially as the backgrounds and needs of the school's student and parent populations continue to evolve and as university admission practices shift and change. The team is currently examining the cadence and timing of its engagement with students and parents, the use of Maia Learning, class curriculum offered during [Flexi-time](#), professional development, and how to enhance its high-touch and individualized approach.

**Serve as an ambassador.** The next Deputy Director has the opportunity serve as a visible and articulate presence within the school community as well as externally, particularly with college and university admission colleagues. In concert with the Director and other colleagues, the Deputy Director will share the strengths of the school's programs and students as well as the scope, student-centered philosophy, and high-touch practice of the UC program.





## Qualifications and Personal Attributes

- Enthusiastic and joyful about working with teenagers and in a school community and an inclination to participate in the life of the school
- A strategic thinker eager to collaborate with and lead colleagues to develop and refine systems and processes and to hone counselling skills to better support and educate students and their families
- A capacity to see the big picture and to ensure the alignment of university counselling decisions and initiatives with the broader context of the school's operations and vision
- Significant previous experience working in selective university admissions and/or university counselling, ideally including programmatic and personnel management
- Broad knowledge of a wide range of colleges and universities, along with the application processes and requirements for the systems pursued by CIS students—ideally, Australia, Canada, China, Hong Kong, United Kingdom, United States, and Western Europe
- Commitment to learning and continued professional development and growth
- Experience and skill in seamlessly navigating across cultures, with a particular appreciation for and curiosity about Chinese civilization and culture
- A robust professional network amongst the global college/university admission and university counselling community
- Excellent communication skills in English, especially engaging public speaking, close listening, and clear and dynamic writing abilities
- Able to handle and diffuse stressful situations with a calm and professional demeanor
- Familiarity with Maia Learning and/or other counselling/admission application platforms
- Desire and ability to work in a fast-paced, highly collaborative environment
- High degree of emotional intelligence, adaptiveness, dedication to students, and good humor





## About Hong Kong

Hong Kong is located south of Guangdong and faces the South China Sea to the east, west, and south. It is one of the most densely populated areas in the world, with a population of seven million people inhabiting only 1,108 sq. km. (428 sq. mi.) of land. At the same time, Hong Kong is an extraordinarily green place, 40% of which is country park and where there are more than 250 islands. Known as a global hub where East meets West, Hong Kong is called Asia's "world city"—an autonomous melting pot of cultures. In spite of its size and visibility, Hong Kong's neighborhoods possess an authentic sense of community and security that is unlike what may be found in other global metropolises.

Hong Kong is one of the world's leading financial capitals. A major business and cultural hub, it maintains a highly developed capitalist economy. One of the key advantages of Hong Kong, whether for an individual or a business, is the low and simple tax structure. Its identity as a cosmopolitan center where East meets West is reflected in its cuisine, cinema, music, and traditions. The city's population is predominately Chinese, while residents and expatriates of other ethnicities form a small but significant segment of society. It is a remarkably cosmopolitan city located in what is arguably the world's fastest growing and most innovative region.



# Learn More

Click on the links below to learn more about Chinese International School.

[School Website](#)

[University Counselling Website](#)

[School History](#)

[School Profile](#)

[Strategic Vision](#)

[Working at CIS](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Writing samples: two sample letters of recommendation (names redacted) and one sample communication to a parent/guardian cohort; and
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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