

# Bishkek International School

## Job Description: University & Career Counsellor

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and happy environment. The school opened in September 2011 and now has over 450 students from age 2 to 18. Fifty percent of our students are foreign citizens, children of employees of embassies, international organizations and international business or NGOs. Fifty percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme (DP), IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with the Cambridge IGCSE programme in Grade 9-10, and accredited by the Ministry of Education for the national curriculum programme.

The 'University & Career Counsellor' has primary responsibility to guide and support all Grade 8 to Grade 12 students in accessing appropriate career options and university education to best match their abilities and aspirations.

### RESPONSIBILITIES

#### Career Counselling

1. Meet with all students from Grade 8 to Grade 11 in a planned series of workshops, individual meetings and online engagement to:
  - Deliver the University and Career Counselling Curriculum
  - Engage students in career interest surveys and personality testing
  - Educate students in how to research career options
  - Lead the organization and student engagement in an annual 'Future Careers Day' at BIS
  - Assist students in IGCSE and DP course selection towards their career goals
2. Organize presentations at BIS from professionals from different career sectors to engage student interest in their profession.
3. Promote and facilitate work experience internships for BIS students with a wide variety of organizations in Bishkek.
4. Promote and facilitate international summer school options, such as university taster course, language courses, leadership camps, sports camps, outdoor camps, and assist students in applying for scholarship options for courses.

#### University Counselling

1. Educate students about how to choose a university based on numerous factors including location, university rankings, entry requirements, fees and living expenses, application deadlines, and application strategies.
2. Meet with every High School student individually as needed throughout the academic year, and at least twice a year, to discuss the student's career aspirations and options, expand the understanding of the options available, and provide appropriate support to achieve their goals.
3. Help students to identify the qualifications needed to access their intended university options.
4. Teach students how to write personal statements and college essays, in specific workshops for this purpose.
5. Assist students in preparing and submitting university and scholarship applications and tracking offers from universities.
6. Liaise with the Registrar to ensure that any requested documents and references from BIS are provided as appropriate.

7. Ensure that students receive strong letters of recommendation, focused on their objectives.
8. Organize mock interviews for students who will have university entrance interviews.
9. Organize a program of support for High School students to take SAT and other standard university entrance examinations.
10. Ensure that appropriate University/College information is readily available to students.
11. Invite university representatives to present to BIS students throughout the school year.
12. Hold information sessions for parents of G8-12 students about university choice and application processes, with timing of sessions often in evenings or weekends to match parent availability.
13. Maintain a database of student applications and acceptances to universities, including conditions of offers, fees, and scholarships.

#### **Co-Form Teacher for one grade level in High School**

1. Responsibilities as Co-Form Teacher, together with another teacher for one grade level in High School, including responsibility for:
  - Student integration in the school, understanding the education process and the curriculum
  - Student attendance and behaviour
  - Student social development, including group dynamics and teamwork, and an annual overnight trip
  - Coordination between specialist subject teachers for this group or individual students
  - Academic reports for the students

#### **Other activities**

1. Lead the organization of the High School Prom for graduating students, and the Reflection Dinner for the graduating class, parents and teachers.
2. Support the Head of Administration in organizing the High School Graduation ceremony.
3. Engage volunteers (internal and external) to support students in accessing university and career options.

#### **General**

1. Plan, keep and report appropriate records to school management.
2. Maintain knowledge of university, college and career opportunities and undertake professional training in liaison with the Head of School.
2. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
3. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times.
4. Maintain high quality standards in all areas of the school.
5. Any other activities as agreed with management to contribute to overall development of the school.

#### **REPORTING**

Report to the Head of School.

Work closely with the High School Principal and the High School Academic Director.

#### **REQUIREMENTS**

- University Degree in an appropriate subject.
- Prior experience in university and career counselling.
- Genuine enjoyment of working with students and ability to enable a wide range of students to reach their potential in terms of career and university destinations.

- Ability to plan strategically, to set and meet deadlines and to implement plans.
- Excellent interpersonal, team leadership and membership skills.
- Able to communicate well with students, staff and parents and gain their confidence and respect.
- A commitment to Professional Development.
- Excellent spoken and written English.

#### **DESIRABLES**

- Experience of education abroad.
- Additional language skills.

#### **APPLICATION**

- Send your application in English by email to [hr@bis.kg](mailto:hr@bis.kg)
- Include:
  - (i) a brief cover letter summarizing your suitability for the post and the reason for applying;
  - (ii) your CV;
  - (iii) a list of three referees with contact details.

**Deadline for Applications:** Monday 19<sup>th</sup> October 2026

#### **APPOINTMENT**

This is a full time position, starting in November 2026.