

## POSITION: UNIVERSITY ADVISOR (FULL TIME)

### START DATE

August 1, 2022

### DIRECT REPORTS / MAIN WORKING RELATIONSHIPS

The University Advisor reports to the Head of School. The main working relationships are the Head of School, other University Advisors, UWC schools/colleges, Grade Coordinators, Advisors, IB Coordinator, Counselors, Admissions, and External Tertiary Institutions.

### MAIN RESPONSIBILITIES

- Developing meaningful, purposeful, and sustainable relationships with students
- Co-develop and implement a careers education program
- Support students in their transition to the IB Diploma Programme with preliminary university information and guidance on IB subject selection
- Provide guidance, information and advocacy to students as they navigate their way through the university application process domestically, US, Europe, and so forth
- Ensure students are well-informed, supported and empowered to identify the right “fit/match” with colleges/universities
- Coach students to present themselves to those universities in a manner that highlights their strengths
- Coordinate meetings/sessions to inform/update/educate parents on the the philosophy and vision of the department
- Support the management of operations critical to the program including:
  - Co-coordinating standardized testing
  - Developing and monitoring the department’s budgets

### SPECIFIC TASKS

#### 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;
  - 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;

- 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 standardized test planning, work experience, essays, interviews, etc.;
- Identify students who need financial assistance and provide detailed guidance and support to ensure the best scholarship matches;
- Offer individual guidance interviews to G10 students about IB course selection based on careers exploration, academic interests identified, and tentative university plans.

#### GROUP GUIDANCE FOR STUDENTS, PARENTS, AND STAFF

- Inform students, parents, and staff about university systems. Conduct information sessions about university destinations and issues.
- Guide G11 and G12 students and UWC ISAK Japan graduates through the university application process via small and large group work (group assemblies, lunchtime/after school/evening information sessions, etc.).
- Guide G11 and G12 students planning to take a Gap Year or on their university plans.
- Advise and run workshops for students 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 course selection via small and large group work.
- Produce materials to support staff involvement in the university application process (G11-12).

#### ADMINISTRATION AND COMMUNICATION

- Inform students, parents, and staff of relevant deadlines and support throughout the varied application processes for multiple university destinations.
- Use Maia Learning for US/CAN application processing and UCAS for UK application processing. Manage and track university applications made by allocated students, including processing school-issued supporting documents, following up with university representatives and troubleshooting as needed.
- Contribute to printed and electronic communication (including a weekly University Advising Bulletin, the University Advising website, 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 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.
- Network with UWC ISAK Japan 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.

## RELATIONSHIPS WITH UNIVERSITIES AND ORGANIZATIONS

- Co-host (virtual) visits from universities throughout the school year.
- Liaise with universities and educational institutions 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 ongoing relationships with university representatives to better advocate for students and UWC ISAK Japan regarding admissions decisions, waitlists, conditional offers, financial aid awards, etc.
- Develop relationships with UWC ISAK Japan's Alumni and Parents Association.

## PART OF THE TEAM

- Work with the Head of School and other University Advisor to develop and implement appropriate procedures consistent with the school'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 course selection or any other aspect of academic guidance provided to students.

## QUALIFICATIONS

- Candidates should have a Bachelor's degree in an appropriate field (master's degree preferred).
- At least 3+ years experience in university advising at an international school is preferred.
- The ability to engage with students and to engender enthusiasm for learning is a pre-requisite for working at UWC ISAK Japan.
- Candidates should be passionate about working within an international and multicultural environment. Flexibility of approach and a collaborative style are essential.
- Applicants should possess excellent communication skills, be a strong writer, a compelling speaker, and a thoughtful listener.
- Expectations include strong time-management skills, empathy, energy, flexibility, maturity, optimism and a strong work ethic are highly valued.

- Able to function in a dynamic and fast-paced office environment that encourages collaboration, congeniality, and collegiality.
- A self-starter with the ability to complete tasks in a timely fashion.
- It should be noted that UWC ISAK Japan is a dynamic and high energy environment: the rewards are high — but so are the demands on time and engagement.

#### CONTRACT PERIOD

August 1, 2022 - July 31, 2024. Thereafter, employment may be renewed by agreement.

#### SALARY

7 million JPY per year (gross before taxes/deductions), plus housing allowance and other benefits.

#### HOW TO APPLY

Submit a cover letter and resume using the subject line University Advisor Job Posting to: [recruit@uwcisak.jp](mailto:recruit@uwcisak.jp). Resumes will be reviewed on a rolling basis.

For more information about UWC ISAK Japan, please visit our website at [www.uwcisak.jp](http://www.uwcisak.jp)

## GENERAL INFORMATION

*We are looking for applicants who will be a strong fit for our unique educational environment. Please read this general information and give it careful consideration before submitting an application.*

### BEFORE YOU APPLY:

#### **Background Check**

All ISAK employees will need to pass a criminal background check in order to work at UWC ISAK Japan. The school will coordinate and pay for the background check.

#### **Driver's License / Car**

While it is possible to work at ISAK without a car, we find that faculty members' quality of life is much higher if they are able to drive. For faculty living off campus, it can be challenging to find housing within walking distance of the school, and riding a bicycle to/from campus in the winter is not practical. While Japan has wonderful public transportation, the campus is not close to a train station, and bus service to our campus neighborhood is limited.

We strongly encourage new hires to obtain a driver's license (international driving permit) before coming to Japan.

Most of our international employees purchase used cars after arriving in Japan. The school can assist with the process.

#### **Housing**

On-campus housing is limited, and priority is given to faculty members who are willing and able to take on a residential duty role. For faculty who live off campus, the school will provide a rent and utilities allowance for a local rental unit.

## ABOUT OUR SCHOOL AND COMMUNITY

### UWC ISAK JAPAN CORE VALUES

#### **A Shared UWC Mission**

*UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.*

#### **Our Distinct Identity**

*At UWC ISAK Japan we empower each other to be transformational leaders who explore new frontiers and make a positive impact today and in the future.*

## **ABOUT UWC**

Founded in 1962, UWC (United World Colleges) is a global education movement that makes education a force to unite people, nations and cultures for peace and a sustainable future. UWC comprises schools and colleges in 18 countries, with national committees and selection contacts in more than 155 countries. UWC fosters a lifelong commitment to social responsibility, and to date has inspired a network of 60,000 alumni who believe it is possible to work for positive change.

The majority of students attending UWCs are selected by UWC national committees. In support of the belief that education should be independent of a student's ability to pay, 70% of national committee selected IB Diploma students receive full scholarships. The UWC movement places a high value on experiential learning, outdoor education, service and other cultural understanding, alongside the academically challenging International Baccalaureate Diploma Programme (IBDP).

## **ABOUT UWC ISAK JAPAN**

UWC ISAK Japan opened in 2014 as Japan's first full-boarding international high school. Following the Japanese school system, UWC ISAK is a three-year high school, with all students in grades 11 and 12 following the IB Diploma Programme curriculum. The school is accredited by the Japanese Ministry of Education (MEXT) and all graduates receive a Japanese high school diploma.

As UWC ISAK Japan is a full boarding school, all of our students and approximately half of our faculty members live on campus. Nearly 200 students from approximately 80 countries attend UWC ISAK Japan, with 70% of students receiving full or partial need-based scholarship support. 30% of enrolled students are Japanese, with the remaining 70% coming from homes outside of Japan.

## **LOCATION**

Karuizawa is located in Nagano Prefecture, home to the 1998 Winter Olympics and fondly referred to as the "Roof of Japan." Karuizawa has been attracting an international mix of visitors since the late nineteenth century. The mountainous climate keeps Karuizawa cool and comfortable during Japan's summer months, making it a popular escape from Tokyo's heat and humidity. Karuizawa experiences four seasons with regular snow in the winter which generally lasts from early December through February. Monthly temperatures average between 21 and -5 throughout the year.

While the full-time population of Karuizawa is fewer than 20,000, the population of the town increases dramatically during the summer tourist season. From Tokyo, it takes approximately 70 minutes to reach Karuizawa station on the Shinkansen (Japanese bullet train).

Karuizawa is a favorite destination for outdoor enthusiasts and offers year-round recreation including hiking, cycling, tennis, golf and skiing. In addition, a vibrant arts & crafts scene includes art galleries and museums, a performing arts center, a symphony hall, and a community

symphony. There are also many good restaurants with wide ranging cuisines, a large upscale outlet mall with designer shops, a variety of onsen hot springs and a local volcano, Mt. Asama.

UWC ISAK Japan is located on the outskirts of Karuizawa, in a quiet residential community and the school is not within easy walking distance to a train station or a large supermarket. Schooling options for faculty children are limited to the local public schools where all instruction and communication is in Japanese. We are not able to guarantee admission to UWC ISAK for faculty children in grades 10-12 or to guarantee scholarships if faculty children are admitted.

*April 25, 2022*