



## CAREER OPPORTUNITY

**JOB TITLE: CAREERS AND COLLEGE COUNSELLOR**

**LOCATION: ACCRA**

**REPORTS TO: HEAD OF GUIDANCE AND COUNSELING & COMMUNITY LIFE**

Established in 1955 with 38 students, GIS now provides world-class international education to 1,305 students, aged 3 to 18 years and representing 37 nationalities. Accredited by the Council of International Schools (CIS), New England Association of School and Colleges (NEASC) and a member of the Association of International Schools in Africa (AISA), GIS has earned a reputation around the world for providing holistic student development and academic excellence. The Primary curriculum is grounded in the English National Curriculum, Cambridge curriculum and the new Cambridge Early Years Curriculum while Secondary studies lead to Cambridge IGCSE and A-level examinations, with impressive results.

GIS provides a dynamic environment where our staff have the opportunity to demonstrate excellence in a safe multicultural environment. The School is committed to the educational excellence of our students through the selection and retention of highly qualified employees. We foster a climate of inclusion, dignity, and respect as well as the provision of meaningful professional development for the continued growth of our staff.

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### **JOB PURPOSE:**

The Careers and College Counsellor will provide comprehensive guidance and support to students regarding university and career options. This role includes assisting with college applications, organizing career events, and offering expert advice on standardised tests such as the PSAT, SAT, and TOEFL. The successful candidate will play a key role in helping students make informed decisions about their academic and professional futures.

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### **KEY RESPONSIBILITIES:**

- Deliver structured career and guidance curriculum to Lower and Upper Secondary students, covering career exploration, university readiness, personal development, decision-making, and essential life skills, aligned with the school's guidance program and Cambridge framework.
- Plan and conduct career talks, college fairs, workshops, internship engagements, and structured advisory events for students and parents, including university application support, financial aid and scholarship guidance, subject selection counselling, standardized testing briefings, career pathway exploration, parent information sessions, internship preparation, and college transition readiness programs.
- Support students in effectively using college prospectuses, catalogues, digital platforms, and other resources for in-depth career research.
- Provide individualized college and career counselling to students, offering tailored guidance based on their interests, strengths, and aspirations.
- Supervise and support the writing of recommendation letters for students applying to universities.
- Guide students through college applications for institutions in the U.S., Canada, Australia, U.K., Ghana, and other regions.
- Register students for and oversee the administration of PSAT, SAT, and TOEFL examinations.

- Coordinate and supervise career assessment and aptitude testing using BridgeU.
- Facilitate feedback and interpretation sessions on BridgeU results for students and parents.
- Organize and deliver pre-departure orientation sessions for college-bound students.
- Maintain and update a database to connect new alumni with the school community, fostering ongoing engagement.
- Perform any other responsibilities as assigned by the Head of Guidance and Counseling & Community Life.

### **SKILLS AND KNOWLEDGE:**

- Expertise in college application procedures.
- Proficiency in Microsoft Word, Excel, and other office software.
- Strong written and verbal communication skills.
- Ability to assess students' abilities, traits, and interests through formal and informal measures.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously.
- Strong interpersonal skills to work professionally with students, parents, and staff.
- Ability to work independently, take initiative, and handle confidential information.

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### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Psychology, Career Guidance, or a related field.
- Master's degree in a relevant discipline is preferred.
- Minimum of 4 years of experience in college or career counseling.

## **APPLICATION PROCESS**

To apply for the Careers and College Counsellor position at Ghana International School, please submit the following:

1. Resume/CV detailing your education and professional experience.
2. Cover Letter explaining your interest in the role and how your skills and experience align with our needs.

Click [here](#) to apply.

**DEADLINE FOR APPLICATIONS: 1st April, 2026.**

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### Why Join Ghana International School?

- **A Legacy of Excellence:** Join an institution with a proud history dating back to 1955, known for its lasting influence on global education.
- **Professional Development:** Thrive in a supportive and collaborative environment with abundant opportunities for growth and professional advancement.
- **Community Engagement:** Make a difference at a school that honors tradition while embracing innovation, leaving a positive impact on students and the broader community.

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Ghana International School is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive environment for all employees.