**Aga Khan Academy Dhaka**



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| **Job Title:** | **University Counsellor Assistant**  |
| **Department:** | **University Counselling and Administration**  |
| **Reporting Line:** | **University Counsellor and Secondary School Principal**  |
| **Position Location:** | **Dhaka, Bangladesh** |
| **Status** | **Full-time** |
| **Purpose:** A Committed individual who will support the goals of the University Counselling program to assist students in their post-secondary plans. Work with the University Counsellor to build ties with student’s community and Universities. The candidate will be responsible for maintaining student records at the MYP and IBDP level. The candidate will assist the University Counselling Office University Counselling office at AKA, Dhaka and is expected to actively promote, support and strengthen the mission, vision and core values of the school. The successful candidate is also expected to contribute to extra curricula activities and be involved in school development**.****Context:****The Aga Khan Academies** are an integrated network of residential schools dedicated to expanding access to education of an international standard of excellence to exceptional young men and women regardless of their ability to pay. Envisaged in Africa, South and Central Asia and the Middle East, the Aga Khan Academies’ foundational values include pluralism, meritocracy and civil society. Housed in spacious and attractive campuses with outstanding facilities the Academies offer the International Baccalaureate (IB) Curriculum from Primary Years to the Diploma and provide a rich opportunity for both teachers and students alike to grow both professionally and personally. The first Aga Khan Academy opened in Mombasa, Kenya in 2003, the second in Hyderabad, India in 2011, the third in Maputo, Mozambique in 2013, and the network is now expanding with the fourth Academy in Dhaka, Bangladesh.The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard in purpose-built campuses. The vision and ethos of the Aga Khan Academy Dhaka is encapsulated in its mission statement that calls for a commitment to promote excellence in teaching.The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard.   The primary focus of every teacher at the Academy is to consider what, how and how well the students are learning and progressing, how they are demonstrating that learning, and how to nurture students within the school community. Teaching IB MYP/DP, they have the responsibility to demonstrate a commitment to the IB beliefs and values and translate them into daily classroom practice, while developing the attributes of the AKA learner profile both within themselves and their students.  Teachers at the Aga Khan Academies also show a commitment to continually developing themselves as members of an integrated professional learning community. They interact and collaborate with colleagues across the network and within each Academy, contributing to the growth of the Academies network in appropriate ways, through on-line conferences, collaborative planning, teacher, and student exchanges. |
| **Main responsibilities:*** Maintain physical and computerized records including student cumulative folders, progress and

failure reports, class rosters, schedule changes, and grade books.* Process student records, including process the request of Students transcripts and records from
* Update student folders, and entering student data into appropriate databases.
* Coordinate grading process, including processing of scan sheets, verification and correction of grades
* Process and transmit requests for student information, including student transcripts for

Universities* Provide administrative support to University Counsellors
* Assist with data entry, scheduling appointments, and managing paperwork.
* Support college fairs, information sessions, and other events.
* Show strong organizational and attention to detail.
* Ability to manage multiple tasks and prioritize effectively.

**Essential Technical Skills:*** Microsoft Office Suite: Word, Excel: Data Entry, PowerPoint
* Google Docs: Collaborative document creation and editing.
* Email and Calendar Management: Proficiency in using email clients (Outlook, Gmail) and calendar tools.
* Student Information Systems (SIS): Familiarity with school-specific SIS for tracking student data, transcripts, and test scores.
* College Application Portals: Knowledge of common application portals like Common App and Coalition Application process. (knowing BridgeU and Maialearning is preferred)

**Liaison with Communication Department** * Work with others at the Academy to generate stories of student’s admissions success, including both text and images, for the website. This could include reporting on University events directly and/or reviewing and editing articles written by others (teachers, students, other staff)
* Post time-sensitive content to the Managebac on a timely basis (Workshop, Upcoming University events as per instruction.

**Personal Skills and Abilities*** The ability to establish effective working relationships with staff, students, parents and outside resources and stakeholders. (Embassies, VFS, University representatives)
* To be an active, energetic and collaborative member of the University Counselling team and broader school teams
* To be efficient in managing time and priorities
* Coordinate with Communication Department for University events and activities

**Knowledge:** * A sound understanding of current University Counselling approaches appropriate for an IB world school setting in Bangladesh
* Basic understanding of issues impacting on children and families in transition in an international environment
* Basic understanding of the various college entry systems and process in countries throughout the world
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| **SPECIFICATIONS (Candidate profile):****Education/ Experience: Skills:*** Bachelor’s degree, preferably in BBA –marketing / Information Technology or a related field.
* Relevant experience

**Required Attributes:*** Strong oral communication, and excellent writing and editing skills in English. Fluency and literacy in the national language would be an asset.
* The ability to collaborate and work constructively as part of a team.
* High degree of efficiency and responsiveness, especially regarding time-sensitive issues.
* Strong organisational and multi-tasking skills.
* Professionalism and sensitivity to issues of confidentiality.

**Valued additional assets:*** Intercultural appreciation and sensitivity. Able to appreciate diverse cultural contexts and perspectives and use them effectively.
* College Counselling Certification
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| **LEVEL OF RESPONSIBILITY:****Budget:** Negotiable **Direct Reports:** University Counsellor and Senior School Principal  |
| **KEY RELATIONS:****Internal relations:*** Students, Principal, Head of Academy, Faculty, Administrative staff

**External relations*** Parents, Local Community, Educational leaders in the Academies network, The Academies Unit
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