

DAIS

Job Description of Secretary (College Counselling Department)

The College Counselling Department Secretary is responsible to the Head of College Counselling, to ensure the smooth and efficient organization and management of the College Counselling Office.

This responsibility includes, but is not limited to:

- a) Ensuring that the work of the college counselling department meets the mission and objectives of the school;
- b) Ensuring all information s/he gains access to, regarding students and their parents, remains confidential;
- c) Maintaining the highest ethical standards in connection with her/his work in the college counselling department, in accordance with school policies and procedures;
- d) Generating such correspondence pertaining to the university applications of DAIS students, as approved by the Head of College Counselling;
- e) In conjunction with the Dispatch Department of the school, handling all couriers going from the counselling office to different universities in the world;
- f) Disseminating to students and parents, through the use of Cialfo, email or telecommunication, information on upcoming and special events, as directed by the Head of the College Counselling;
- g) Maintaining an accurate and up-to-date schedule of meetings and appointments, pertaining to the work of the College Counselling Department;
- h) Coordinating with the Head of Administration and Receptionist, on meetings and events related to university visits and the applications process, as directed by the Head of College Counselling;
- i) Coordinating with the Programme Coordinators on the use of classrooms for meetings related to university visits and the applications process, as directed by the Head of College Counselling;
- j) Maintaining the College Counselling Library of current college brochures and material;
- k) Creating tables of statistical results;
- l) Maintaining the Careers Drive in a systematic order;
- m) Updating all information, documents and presentations;
- n) Identifying the statistics created and having the necessary files ready each year;
- o) Assimilating recommendations from UCAS and Cialfo into each student's folder;
- p) Maintaining all past records of students (so transcripts can be forwarded to alumni at required times);
- q) Maintaining a record of all gifts the Counselling Department gives out and ensuring enough stock;
- r) Working with the IT Department to update Cialfo data files (for the use of scatter grams etc) during the summer break;
- s) Ensuring the delivery of school documents to students, according to specific country norms (such as Indian university requirements);
- t) Maintaining an accurate and up-to-date database of all students' current information and university applications, and ensuring that each member of the College Counselling team has copies of the relevant information on their computers;
- u) Assisting the Head of College Counselling with arrangements for the annual Graduation Ceremony, as required;
- v) Such other duties as may be assigned by the Heads of International Curriculum within the terms of employment.