

Counselor of International Education Program, Palo Alto Campus

Reports to: President

Department: Global College

Position Summary:

- Provide educational guidance and counseling to international students from China
- Advise students and parents of Sofia educational programs, features, coursework and textbooks
- Guide international students in choosing most appropriate courses based on individual educational goals
- Provide guidance to potential international students and make presentations of Sofia's educational programs' academic strengths
- Explain coursework load and preparation for graduate school entrance
- Evaluate students' abilities through aptitude assessments, interviews, individual planning and guide in choosing classes
- Provide guidance to potential international students during recruitment
- Guide students and parents in the application process
- Represent Sofia University at recruitment/education fairs, undergraduate universities, recruitment and government agencies and partner institutions to conduct recruitment of future students
- Design and develop customized language preparation and cultural planning programs for international students
- Create and edit the content of education program brochure including introduction, educational goals, syllabus etc.

Required Qualifications:

- MA in TESOL related + 1 year experience with China-related International education programs

Send resume to renate.krogdahl@sofia.edu