

ASSISTANT/ASSOCIATE DIRECTOR OF UNIVERSITY COUNSELING SEARCH

CHINESE INTERNATIONAL SCHOOL

Hong Kong, China

cis.edu.hk

Start Date: August 2025



**Carney
Sandoe**
& ASSOCIATES

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AT A GLANCE



Established
1983



Enrollment
1,600+



Total Faculty
240+



Student-faculty Ratio
8:1



Financial aid awarded
HKD13M



Nationalities represented in
student body
30+



Faculty with advanced
degrees
141



Campus size
1,3 hectares

Primary School enrollment (Reception-
Year 6): 650+
Secondary School enrollment (Year 7-9 &
11-13): 850+
CIS Hangzhou (Year 10): 100+

Nationalities represented in the faculty: 20+
Average faculty tenure: 10+ years
Students receiving aid: 45
Co-curricular activities offered: 150+
Mascot: Phoenix

OVERVIEW

Committed to academic excellence through its bilingual English and Mandarin program, Chinese International School (CIS) is a school of uncommon aspirations and outcomes. The school is located in Hong Kong, with a campus for all of its Year 10 students in Hangzhou. It has a student body of 1650, with approximately 130 Seniors each year. The IB Diploma Program is the culmination of the academic program in Secondary, with the vast majority of CIS students earning the full IB Diploma with remarkably strong results.

CIS's University Counselling Office provides a comprehensive program to support the individual and collective needs of a diverse student and parent population that has a uniformly high level of expectations for the post-secondary search, application, and selection processes. Students consider a wide range of global educational systems and, most frequently, attend universities in the United States (50%), the United Kingdom (30%), Hong Kong (10%), among other destinations.

CIS is seeking a full-time university counseling professional to join an existing university team of seven (five counselors and two administrative assistants). The counselors report to the Deputy Director, under the overall supervision of the Director. This position will commence in August 2025.

MISSION STATEMENT

CIS is a community of learners at the confluence of East and West, each empowered by a bilingual, inter-cultural programme to discover new paths, build bridges, and flourish on a life's journey in pursuit of excellence, commitment to service, and stewardship of our future.

ROLES AND RESPONSIBILITIES

- Work closely on an individual basis with counselees and their parents
- Assist students in determining what they want from their post-secondary education, guide them in finding appropriate institutions
- Support students and their families through all aspects of the university application process
- Contribute to programmatic presentations to various constituencies
- Collaborate with our social/emotional counseling team, learning support department, heads of year and advisors as needed
- Establish new and maintain ongoing relationships with university representatives, including hosting them at CIS when they visit
- Assume programmatic responsibility for designated areas within the university counseling program
- Represent CIS by active involvement in professional associations and participation at relevant conferences
- Contribute to the ongoing development of the university counseling program

QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Previous experience in selective university admissions and/or university counseling required
- Enthusiasm about working with teenagers in a student-centered school community
- Affinity for and experience with working in a multicultural environment, with a particular appreciation for Chinese civilization
- Knowledge of various country educational systems and diverse options within those contexts, including the US, UK, Hong Kong, Canada, Australia, China and Europe
- Commitment to learning and continued professional growth and development including keeping abreast of developments at colleges and universities
- Familiarity with Maia Learning and/or other counseling/admission application platforms
- Desire and ability to work in a fast-paced, highly collaborative environment
- Capacity to work collaboratively with key offices related to the university counseling role, including social/emotional counseling, learning support and student affairs
- Strong written and verbal communication skills in English, including the ability to draft compelling letters of reference
- Broad counseling skills
- High degree of emotional intelligence, adaptiveness, dedication to students, and good humor
- The ability to communicate in Mandarin is not required, but valued

ABOUT HONG KONG

Hong Kong is located south of Guangdong and faces the South China Sea to the east, west, and south. It is one of the most densely populated areas in the world, with a population of seven million people inhabiting only 1,108 sq. km. (428 sq. mi.) of land. At the same time, Hong Kong is an extraordinarily green place, 40% of which is country park and where there are more than 250 islands. Known as a global hub where East meets West, Hong Kong is called Asia's "world city"—an autonomous melting pot of cultures. In spite of its size and visibility, Hong Kong's neighborhoods possess an authentic sense of community and security that is unlike what may be found in other global metropolises.

Hong Kong is one of the world's leading financial capitals. A major business and cultural hub, it maintains a highly developed capitalist economy. One of the key advantages of Hong Kong, whether for an individual or a business, is the low and simple tax structure. Its identity as a cosmopolitan center where East meets West is reflected in its cuisine, cinema, music, and traditions. Although the population is predominantly Chinese, residents and expatriates of other ethnicities form a small but significant segment of society. It is a "westernized city next to the fastest growing economy in the world."

LEARN MORE

Click on the links below to learn more about Chinese International School.

[School Website](#)

[Strategic Vision](#)

[School History](#)

[University Counseling Website](#)

To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Writing samples: two redacted letters of recommendation written about former or current students (depending on the candidate's experience, other forms of writing will also be considered);
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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