

# US-BASED COLLEGE ADMISSIONS SPECIALIST SEARCH

THE ISF ACADEMY  
Pokfulam, Hong Kong  
[academy.isf.edu.hk](http://academy.isf.edu.hk)

Start Date: July 2025



ISF 弘立



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# Mission Statement

The mission of ISF is to promote education to foster:

- Independent Minds: Nurturing creativity, critical thinking, and a lifelong love of learning for academic, personal, and social development;
- Chinese Virtues: Educating learners in a uniquely Chinese-English bilingual and East-West bicultural environment rooted in timeliness Chinese values embodied in The Eight Virtues + One; and
- Global Outlook: Building life skills through experiential learning, inspiring learners to act as empowered and resilient global stewards.

## Vision

The Independent Schools Foundation (ISF) is a community of learners, independent in thought and action, deeply rooted in Chinese culture, global in understanding and experience, and excellent in all endeavors.

## At a Glance



Established  
2003



Enrollment  
2,642



Total faculty  
300



Student-teacher ratio  
7:1



Nationalities represented  
in the student body  
21



Faculty with advanced degrees  
67%



Campus size  
13,152 m<sup>2</sup>

Pre-School enrollment: 330  
Primary School enrollment: 1,294  
Secondary School enrollment: 1,018  
Hong Kong permanent residents: 89%  
Mother tongue language: 43% Putonghua;  
32% English, 25% Cantonese  
IB Diploma courses: 48

Students receiving Bilingual Diploma: 65%  
Experiential learning programs offered: 40+  
Co-curricular activities: 300+  
Nationalities represented in the faculty: 42% China;  
15% United Kingdom, 10% United States; 10%  
Canada; 8% Australia; 4% New Zealand;  
11% other



## Overview

The Independent Schools Foundation Academy (The ISF Academy) opened in 2003 under the leadership of the Founding Board, chaired by Professor Sir Charles Kuen Kao, winner of the 2009 Nobel Peace Prize in Physics. A non-profit, co-educational, independent, Chinese school, The ISF Academy offers a Chinese (Mandarin) and English bilingual immersion education. The mission of the school is to educate students to be a community of learners, independent in thought and action, global in understanding and experience, and excellent in all endeavors. The Academy moved into the first buildings of its present campus in Pokfulam in 2007, completing phased construction of the entire campus by 2022. The school graduated its first cohort in 2012 and currently enrolls over 2,600 students in grades Pre-Primary – 12 and employs 530 faculty and staff across three divisions. The ISF Academy draws 91% of its student body from permanent residents of Hong Kong, as well as students from around the world, including Australia, Canada, China, the United Kingdom and the United States.

Grounded in Chinese culture and with a global perspective, the ISF Academy instills in its students core values drawn from Chinese heritage that are relevant in the 21st century. There is a natural synergy between the schools' *Eight Virtues + One* and the attributes of the IB Learner Profile. Students at The ISF Academy master both Chinese and English proficiency and the school is also home to the Chinese Research Center, which strives to cultivate a deep appreciation for Chinese language, culture, and history in the school community and beyond. Grades 6-10 follow the IB Middle Years Programme (MYP), and students in grades 11-12 follow the IB Diploma Programme (DP). Students at The ISF Academy also benefit from participating in a variety of special programs. The Experiential Learning Program provides all students with an opportunity to make a strong commitment to service while building character in nurturing deep understanding and empathy for others. The Shuyuan Classics Program is an elective program that connects academically able students with the foundations of Chinese and Western civilization, encouraging rigorous scholarship and deep personal reflection on the essential questions of the human experience. The Shuyuan Science and Discovery Program offers a variety of opportunities and extension activities within STEM fields, with selected students undertaking advanced scientific research and intellectual engagement with leading international researchers.

Graduates from The ISF Academy are global citizens - passionate, balanced, caring, inquisitive, and principled – each one a lifelong learner ready for the next stage of their academic journey. The Academy is justifiably proud of the 99% pass rate achieved by all students who attempted the full IB diploma in the class of 2024, which had an average total point score of 39. Graduates attend university in multiple countries, with 47% matriculating in the United States; 24% in Hong Kong; 19% in the UK; 6% in Australia and 4% in Canada.



The ISF Academy is hiring for a US-Based College Counseling Specialist to begin work on August 1, 2025. The Academy has a full university counseling staff (UGC) on campus in Hong Kong. The US Specialist serves as a support to that team as they counsel students through the US admission process. This includes both working directly with students and their families, as well as training and mentoring The ISF Academy counselors and teachers in supporting students' US aspirations. The US-Based Specialist will spend approximately 6-8 weeks on campus in Hong Kong in the fall, and 3-4 weeks in the spring, during peak seasons for meeting with students and families. The US Specialist will be a vital advocate and spokesperson for The ISF Academy in US admissions networks and for Academy students applying to selective colleges and universities within the US.

## Opportunities and Challenges

### **Support the college search process of students aspiring to attend university in the United States.**

The US Specialist will meet with students and families virtually, and in-person when in residence, to provide comprehensive college counseling support, including identifying best-fit schools that align with their academic and personal goals and represent appropriate admissions prospects; guiding students through the US admissions process via the Common Application and other platforms; assisting with essay and resume writing and interview preparation; and supporting students with special talent admissions processes, such as athletic recruiting and arts portfolio preparation.

**Support the University Guidance Counseling staff at The ISF Academy in working with US-bound students.** The US Specialist will provide mentorship, training, and upskilling training to the UGC staff and teachers regarding all aspects of the US admission process, including guiding students on highly selective admissions, supporting and writing letters of recommendation, coaching applicants on application and essay writing, and applying for scholarships and financial aid.

**Develop and deliver an educational program for students and families planning to apply to US universities.** The US Specialist will plan a schedule of classes, workshops, expert admission panels and special events for families in beginning in Grade 8 to expose them to the breadth of tertiary institutions in the US and equip them to understand the priorities and process of US university admissions at highly selective institutions. Programming should include training for students who intend to pursue athletic recruiting, those preparing art portfolios/audition tapes, or are applying for financial assistance or scholarships. The US Specialist shall concentrate much of this programming when on site in Hong Kong, to be supplemented by additional virtual programs while based in the US.



**Advocate for and represent the students of The ISF Academy to US university admissions offices.** The US Specialist will build and foster strong professional relationships with college and university admission representatives to insure they know and value the rigor of an ISF Academy education and the preparation of its graduates to succeed at the highest level during their university years. The US Specialist will participate in and attend national and regional university admissions programs to stay current on admission trends, including conferences such as NACAC and International ACAC, as well as regional and national college fairs, and tours and counselor fly-ins. The Specialist will organize and lead college visits and fairs and provide local support to ISF Academy students and their families traveling to the US for university visits.

## Qualifications and Personal Attributes

- Bachelor's degree required; advanced degree preferred;
- Relevant experience working at schools or tertiary institutions, including experience in US college admissions counseling;
- In-depth knowledge of the US college application process, including standardized tests, essays, and extracurricular activities.
- Strong understanding of the top US colleges and universities, their academic programs, and admissions requirements.
- Experience in counseling students with special talents and understanding of the recruitment processes for athletes, artists, and other specialized programs.
- Strong communication and interpersonal skills; capable of effectively and professionally building rapport with a variety of audiences including students, parents, faculty and college admissions representative;
- Ability to work independently and manage the unique challenges of a consulting role crossing international time zones;
- Sensitivity to confidential matters is required;
- Meticulous, detail-oriented with high initiative.

# Learn More

Click on the links below to learn more about The ISF Academy.

[School Website](#)

[Strategic Plan](#)

[School Values](#)

[School Profile](#)

[Virtual Campus Tour](#)



## To Apply

Interested and qualified candidates are invited to contact the consultant 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;
- 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:

### **Amy Rogers**

Consultant

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