

## Leadership Posting

### College Application Support Specialist Dar Essalam American School

*Rabat, Morocco*

Application Deadline: March 31, 2024

Start Date: August 1, 2024

ISS is pleased to announce this leadership vacancy.

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[www.iss.edu/services/administrative-recruitment](http://www.iss.edu/services/administrative-recruitment)

## **Job Title: College Application Support Specialist**

**Reports to:** Secondary Principal

**Appointment:** Full-Time

**Scope of position:** Dar Essalam American School (DAS) is an independent, English-medium, Pre-Kindergarten to Grade 12 international school in Rabat, Morocco, with the goal of providing a high-quality education to a diverse student body. The School has partnered with Lumo Education and International Schools Services (ISS) to develop an innovative curriculum that draws from the best of Finnish and American pedagogy to deliver a student-centered, enriching, and challenging program that prepares students for lifelong success.

The College Application Support Specialist at DAS will play a pivotal role in guiding and mentoring high school students through the complex and competitive college application process. The primary objective of this role is to assist students in developing outstanding applications that enhance their chances of acceptance into prestigious colleges and universities worldwide.

### **Key Responsibilities:**

- Collaborate with the University and Career Counselor in supporting student's action plans towards and realizing their post-secondary goals.
- Support students and their families to understand and prepare for all required and recommended elements of the college application process.
- Tutor students for all required and recommended tests to support their college and university applications (eg. PSAT, SAT, ACT, MCAT, etc.).
- Become a resident expert in the Moroccan university application process.

### **Typical duties and responsibilities include, but are not limited to:**

- 1. Individualized Guidance:**
  - Provide personalized guidance to students in crafting compelling and authentic college applications.
  - Conduct one-on-one sessions to help students identify and articulate their strengths, achievements, and unique qualities.
- 2. Application Strategy Development:**
  - Assist students in developing a strategic approach to the college application process, considering their academic goals and individual preferences.
  - Collaborate with students to create a comprehensive plan for standardized testing, extracurricular involvement, and recommendation letters.
- 3. Admissions Requirement Awareness:**
  - Stay abreast of the latest global trends and requirements in college admissions.
  - Educate students on the specific criteria and expectations of various colleges and universities.
- 4. Workshops and Seminars:**
  - Organize and conduct workshops, seminars, and information sessions to provide students with valuable insights into effective application strategies.
  - Cover topics such as personal statements, resume building, and interview preparation.

**5. Relationship Building:**

- Foster positive relationships with college admissions officers and representatives.
- Facilitate college visits and information sessions to connect students with representatives from a diverse range of institutions.

**6. Data Analysis and Improvement:**

- Track and analyze the outcomes of college applications to identify areas for improvement.
- Work collaboratively with the school counseling team to enhance overall college support services.

**Required Skills, Knowledge, and Abilities**

- Bachelor's degree
- Strong understanding of global college admissions processes.
- Excellent interpersonal and communication skills.
- Experience in mentoring or advising high school students.
- Familiarity with the wide variety of colleges and universities worldwide.
- Empathy and understanding of the unique challenges faced by high school students during the college application process.
- Proactive and adaptable approach to addressing individual student needs.
- Ability to work collaboratively with colleagues, students, and parents.
- Commitment to ongoing professional development and staying informed about changes in the field.

**Preferred Skills, Knowledge, and Abilities**

- Successful international, overseas experiences
- Educational or professional experience in a culturally diverse environment
- Experience in technology-based educational solutions
- Visionary and strategically minded thinker
- Community-minded and a community-builder

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### Instructions

Individuals interested in applying should submit the following documentation online no later than **March 31, 2024**.

- A letter of application, including:
  - alignment between this position and the candidate's previous experiences
  - insights on leadership philosophies and experiences in times of challenge
- A current resume
- List of referees with positions and contact information
- Copies of certificates, diplomas, transcripts

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email Dr. Dave Botbyl, Head of School [d.botbyl@das.ac.ma](mailto:d.botbyl@das.ac.ma)