Career Opportunity: EDUCATIONAL COUNSELLOR

The Opportunity
We are currently looking for very enthusiastic and energetic young professionals to join our team in Bucharest as EDUCATIONAL COUNSELLORS. The main goal of an Educational Counsellor is to help as many young Romanians as possible to pursue a suitable academic program with one of our partner universities. The role will be to manage the individual application processes of our beneficiaries (high-school and university students).

Your Role*
1. Informing and counselling interested students about their study abroad opportunities;
2. Managing applicants’ personal information and efficiently tracking their specific status within the application process;
3. Preparing and reviewing all documentation needed for the final admission file of the applicants;
4. Organizing information seminars regarding study abroad opportunities for potential applicants and their parents;
5. Organizing and managing English language test sessions for the applicants.

*SMART objectives will be established together with the Counselling Department at the beginning of each year of activity.

Our Requirements
• **Education:** Ideally, you have already graduated from a bachelor program (maybe even from a master program). However, if you think you can manage all the above, while still pursuing satisfactorily a degree, please apply and we’ll evaluate together the merits of the idea.

• **Skills & abilities:**
  - Very good fluency in English is a must; an English certificate is an advantage (minimum IELTS of 6.0, CAE min. B or equivalent);
  - Communication, analysis and synthesis abilities;
  - Effective management of personal tasks and time constraints;
  - Good knowledge of Microsoft Office package (Word, Excel, Outlook).
  - Attention to details (very important, please consider it seriously);
  - Patience in dealing with teenagers;

• **Experience:** you can demonstrate initiative, ability and significant results in previous professional activities or personal projects relevant for your interests.

About the Application
TO APPLY please complete the online form here: [www.edmundo.ro/join-our-team](http://www.edmundo.ro/join-our-team) and upload a CV (with your photo) and a personalized Letter of Intent (both in English) no later than August 30th.

All applications will be considered and will receive an answer irrespective of it being a positive or negative one. We will start processing the applications as they arrive and we aim to conclude the selection process by mid-September.