Career Opportunity
EDUCATIONAL COUNSELLOR with UNIVERSALIO

Who are we?
UNIVERSALIO is a personalised educational counselling service developed by EDUCATIVA. We offer information and specialised support to high-school and university students about the admission process to elite international higher education institutions around the world. In our activities, we rely on our vast knowledge of foreign education systems, on the personal expertise of our counsellors who have studied abroad, on a large network of international university contacts, our links with Romanian international students and alumni of foreign universities and also our past experience of managing youth targeted events and activities.

We are a very young and dynamic team in permanent pursuit of more efficient ways of working and developing our work environment.

The Opportunity
As the volume and complexity of our activity increases every year, we are now 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 young Romanian students to pursue a suitable academic program at a top university. His/her role will be to manage the individual application processes of our beneficiaries (high-school and university students).

If selected, you will work directly with the Senior Educational Counsellors of UNIVERSALIO and will occasionally interact with other teams within EDUCATIVA: the EDMUNDO Educational Counsellors, the Marketing & PR Department and various Marketing Associates. Prior to beginning your activity you will be thoroughly trained about the specifics of international educational systems, the variety of academic options, requirements and procedures, costs & financing. You will also receive constant support from the more experienced members of the team as well as tips and tricks for being a successful performer in your activity.

Role & Responsibilities
1. Offering personalised counselling to students about their study abroad opportunities.
2. Assessing the students’ eligibility and identifying the best study programmes for them.
3. Explaining to students and their families the range of services we offer and our counselling methods.
4. Managing applicants’ personal information and efficiently tracking their specific status within the application process.
5. Preparing and reviewing all documentation needed for the final admission file of the applicants.
6. Preparing the applicants for university admission interviews.
7. Organizing information seminars regarding study abroad opportunities for potential applicants and their parents.
Minimum Learning Outcomes

- Development of your professional communication, selling and negotiation skills
- Learning to efficiently use complex information management tools
- Broadening your know-how about the international education market
- Developing specific competences in reviewing academic application files
- Basic know-how about the management of event organizing

Our Requirements

- General outlook:
  - Graduate of an international university (it’s essential)
  - Self-motivated, ambitious and hard-working
  - Positive-thinking, problem-solving mind-set (“glass half-full” kind of person)
  - Attention to details (very important, please consider it seriously)
  - Discipline to effectively assume responsibilities for tasks and meet the required deadlines
- Skills:
  - Proficient in English + an additional language (preferably German)
  - Research, analysis and synthesis abilities
  - Effective management of personal tasks and time constraints
  - Communication and interpersonal skills
  - Good knowledge of Microsoft Office package (Word, Excel, Outlook)
- Availability:
  - This will be your main professional activity. We expect from you a full time commitment, although we are fairly flexible about the schedule.
  - We expect that you commit yourself for a period of at least 14 months (August 2015 – September 2016) if everything goes well between us.
- 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: http://goo.gl/LMQdnm and upload a CV and a personalized Letter of Intent (both in English) no later than August 7th 2015.
- All applications will be considered and will receive an answer irrespective of it being a positive or negative one. The evaluation process consists of several successive stages: selected candidates will go through a phone mini-interview. Candidates with a positive feedback after the phone interview will be scheduled for a live interview with their potential future coordinators. Selected candidates after the live interview will participate in an assessment centre. The short-listed candidates after the assessment centre will have a final interview with our top management.
- We will start processing the applications in the second half of July and aim to conclude the selection process in about 2 weeks.