

## **VACANCY**

<b><u>Title:</u></b>	<b>Office Manager, HS Counseling Office</b>
<b><u>Job Objective:</u></b>	To provide support to the Secondary Office, Secondary Counselors and IBDP Coordinator.
<b><u>Qualifications:</u></b>	
Education:	Bachelor's degree
Experience:	Two years of experience in a similar position or office management
Knowledge & Skills:	Fluency in written and spoken English; fluency in Bangla beneficial Competency in Excel and other relevant IT applications
Using Databases	Excellent interpersonal communication skills
<b><u>Employment Arrangement:</u></b>	50% Contract
<b><u>Supervised By:</u></b>	College Counselor/Secondary Assistant Principal

### **Major Areas of Responsibility:**

#### **I. Communication**

- Assist in supporting home/school communications regarding Counseling, College/Career and IB information.
- Facilitate and assist in the scheduling of all school facilities for Counseling or IBDP needs (in cooperation with the Activities Director)
- Schedule appointments for both the Counselors, College Counselor, School Psychologist, and IBDP Coordinator (when needed)
- To act as the first point of contact between the AISD Secondary School and students, parents, visitors, and faculty for counseling and IBDP needs
- Assist with correspondence that is generated through the Counseling and IBDP offices
- Assist the High School College Counselor and generate correspondence in the college application process

#### **II. Administrative Responsibilities**

- Record student schedule information, develop class list information and retain such documents
- Maintain and update the Maia Learning portal
  - Upload student test scores - SAT's, PSAT, GPA, IB on to Maia Learning Portal
- Assist with MAP testing delivery
- Maintain and update the Google Site
- Handle logistics for all college visits
  - Prepare all materials and information packages for college visits
- Produce students' transcripts or records to send to other schools and colleges & universities
  - Prepare all Korean documentation - three times over the course of one school year
- Assist high school counselor and IBDP Coordinator with informational sessions regarding the college preparation process and IB Diploma Program, which occasionally will involve being present beyond regular work hours
- Address all record requests from AISD graduates
- Update the Dhaka Community Mental Health Resource List annually (in August)

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- Collaborate in event planning
  - Career Week activities, which includes recruiting guest speakers
  - college fairs
- Update school profile yearly
- Ability to be flexible with assigned duties
- Abide by all school policies and procedures
- Act as a positive role model for students
- Keep work area in an organized manner
- To assist the Secondary Office whenever needed
- Coordinate and facilitate planning of the Senior Graduation

#### **International Baccalaureate Diploma Programme Coordinator**

- Help IBDP Coordinator with IB Mocks & IB Final Exams
  - creating proctor schedules, organizing tests, mailing IBDP exam scripts
- Assist IBDP Coordinator & College Counselor with Junior/Senior Retreat or any IBDP-related school events (such as the Extended Essay Symposium)
- Work with IBDP Coordinator on the dissemination of IBDP test results to colleges and universities
- Work as an administrative assistant on IBIS to upload DP student required course documentation
- Assist with updating DP student ongoing information
- Prepare IB Predicted grade letters

#### **III. Confidential Employee**

Is able to work in a highly confidential environment and crisis situations, using great discretion and professionalism.

**Interested candidates are requested to send their CV with a recent scanned photo by June 2, 2022 to [tanima.hasan@aisdhaka.org](mailto:tanima.hasan@aisdhaka.org)**

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