

CAREER OPPORTUNITY

## Study Abroad Counsellor with UNIVERSALIO



UNIVERSALIO

consiliere în educație,  
experiență în diversitate

### WHO WE ARE

**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 activity, 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, on links with Romanian international students and alumni of foreign universities and on our past experience of managing youth-targeted events and activities.

We are a young and dynamic team in a continuously-improving 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 **Study Abroad Counsellors**. The main goal of an educational counsellor is to help young Romanian students to access the right academic program at a top university. The counsellor's role will be to manage the individual application processes of the beneficiaries we work with (high-school and university students).

If selected, you will work directly with the UNIVERSALIO's team of Senior Educational Counsellors and will occasionally interact with other teams within EDUCATIVA, including the EDMUNDO and EDMERICA educational counsellors and the Marketing & PR Department.

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 successfully performing your activity.

Curious about what the job is like? This is what our counsellors and applicants told us:

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## ROLE & RESPONSIBILITIES

- Offering personalised counselling to students about their study abroad opportunities.
- Assessing the students' eligibility and identifying the best study programmes for them.
- Managing applicants' personal information and efficiently tracking their specific status within the application process.
- Preparing and reviewing all documentation needed for the final admission file of the applicants.
- Preparing the applicants for university admission interviews

## WHAT YOU WILL LEARN

- 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

## OUR REQUIREMENTS

- *General outlook:*
  - **Graduate of an international university (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 take responsibility for tasks and meet the required deadlines
- *Skills:*
  - Proficiency in English and an additional language (ideally, German)
  - Research, analysis and synthesis abilities
  - Effective management of personal tasks and time constraints
  - Communication and interpersonal skills
  - Good knowledge of the Microsoft Office package (Word, Excel, Outlook)
- *Availability:*
  - This should be your main professional activity. We therefore expect a full time commitment from you (though we are fairly flexible about the schedule).
  - We expect a commitment of at least 12 months.
- *Experience:* you can demonstrate initiative, ability and significant results in previous professional activities or personal projects relevant for your interests.

## APPLYING FOR THE JOB

To apply, please **complete [our online form](https://form.jotform.com/educativa/universalio-2017)** (<https://form.jotform.com/educativa/universalio-2017>), **including uploading a CV and a personalized Letter of Intent (both in English), no later than February 5th 2016**. All applications will be considered and will receive an answer, whether positive or negative.

The evaluation process will consist of several stages: Selected candidates will go through a phone mini-interview, which, if successful, will be followed by a live interview with their potential future coordinator and the management. Selected candidates after the live interview may be required to participate in an assessment center. Applications will be processed as they are received, and we aim to conclude the selection process around mid-February.