

Job Description Secretary: College Counselling Department

1. **Appointments:** Maintain list of daily appointments of students with counsellors and universities visiting DAIS.
2. **Weekly Report:** Reporting of all meetings held with high school students & families and the sessions counsellors hold including university visits, outdoor events & all tasks accomplished by the counselling team.
3. **Student Folders:** Maintain each student's folder for Year 11 and Year 12: This has all their transcripts, Year 10 marksheets, teacher recommendations and lists of their personal data (Full names of students and parents, their email IDs, address and mobile Nos. & resumes) and Teacher and Counselor surveys & recommendations.
4. **Transcripts:** Maintain Transcripts of 11 & 12 and email the same to the students and parents for checking. Send transcripts for summer schools as well as when Ex-students apply as transfers, as requested.
5. **University Visits:** Co-ordination of university visits and maintain record of the same.

Inform Security and Head of Administration in advance the name of University/ University Representative's name. Arrange venue for the visits and also seating arrangements and IT requirements. Arrange for gifts for the University Representatives and maintain record of the same. Maintain college/university brochures.
6. **Recommendation:** Co-ordination with Counselors and teachers in obtaining their recommendations for students.
7. **Assign Counselors to students:** Assign Counselors to students of Years 9-12 and assign the same in Cialfo
8. **Final Choice of University:** List of students final choice of university.
9. **IBIS Form:** List where the students want their results to be sent all over the world.
10. **Scholarships:** Maintain record of students offers and scholarship amounts they get from the universities.
11. **Indian University:** Issue the Predicted Grade Transcript
12. **Results Day:** Collate results, check on UK conditions not met and mail IB Diplomas to unis wherever required.
13. **Minutes of Department Meets:** Maintain minutes of our weekly meetings
14. **Teacher and Counselor Surveys:** Save all the teacher and Counselor surveys in each student's folder
15. **Visa letter:** Issue visa letter for all Canadian students

Courier: Courier Year 12 Transcripts to universities all over the world like USA, UK, Canada and other countries. Keep a record of cheques received by students for the courier charges.
16. **Graduation:** Assist in organizing and setting up the graduation ceremony (including student seating).

Check all the gowns and caps are in order. Make the presentation. Make the labels for the Staff invites and distribute the invitations to staff. Hand out the extra passes to those students who wish to purchase and collect payments for the same.

17. **Cialfo:**

- Upload Year 12 Initial, Midyear and Final Transcripts and their Year 10 Statement of marks and Pass Certificates in Cialfo
- Give Cialfo the list of full names, email IDs, and mobile Nos. of student and parent from Year 8-12 to be added in Cialfo (annually)
- Keep updating University Representative names and their email IDs in Cialfo.
- Add the Teacher Recommenders names of Year 12 in Cialfo
- Add the SAT and ACT scores of students in Cialfo

18. **PSAT Exam:** Assist in the PSAT Exam and compile list of students who registered & help accounts department to determine payments.19. **Euclid or any other external examinations:** Assist in conducting the exam and any other external registrations of other examinations that we offer in school or are offered outside20. **Invigilation schedules:** Managed on each counsellor's calendar.