



DIRECTOR OF COUNSELING

Job Title: Director of Counseling

Locations: Dubai, UAE

Reports to: Peter Davos, CEO

Hale Education Group

Hale Education Group is a leading independent educational consulting firm focusing on US university admissions in the GCC. We provide college admissions counseling to Emirati and international students seeking admission to the full spectrum of US and Canadian universities and colleges. Our innovative model has evolved from our deep background and broad experience in admissions counseling in the United States. We center our services on providing intensive one-on-one counseling and guidance to students in every aspect of US college admissions, based on the philosophy of finding the right "fit." Hale's mission is to guide and empower students seeking to realize their maximum personal, academic, and professional potential through the pursuit of American higher education.

Hale Education Group employs an entire team of American university professionals with relevant firsthand admissions experience, education, and knowledge. Our admissions counseling model is highly personalized, as all of our sessions are conducted one-on-one with students. We are defined by our collaboration with parents and students, as well as our innovative use of technology. Our team is composed of highly qualified Americans with advanced degrees.

SUMMARY

Do you want to join a fast growing small company that has helped positively impact young people's lives?

Do you want to live in one of the world's most dynamic and cosmopolitan international cities, live tax-free and enjoy generous benefits?

Do you enjoy mentoring an extraordinarily diverse group of students?

Do you want to manage a dynamic, growing team of Educational Consultants, accelerating their growth, increasing their efficacy, and implementing best practices?

You will join a company with an excellent reputation in the Gulf region in US admissions counseling and will work with a team of counselors with whom you share responsibility for guiding students through the complicated maze of US college admissions. You will be asked to attend events as a representative of Hale Education Group, meet with parents and prospects, and monitor and manage the admissions processes.



ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Counseling's responsibilities include:

- Managing and supporting the counseling team in Dubai
- Monitoring adherence to the processes and standards built by the team throughout the application season and the rest of the year
- Assist in the hiring and onboarding of new team members
- Create and adapt college counseling and university readiness programs to meet the specific needs of students, families, and counselors in consultation with the Director of Program Development & Business Outreach
- Oversight and the improvement of college application processes. Oversee a team that:
 - Revising student applications/resumes/college supplements/personal statements
 - Creating balanced college lists
 - Creating a roadmap of the requirements for each university and an action plan
 - Assist students in filling out the Common Application
- Improvement, development and implementation of a proprietary curriculum that:
 - Encourages students to take on leadership roles at their schools and in their communities
 - Nurtures their community/service spirit
 - Promotes a love of learning
 - Develops communication and writing skills
 - Encourages students to read
- Organizing student, parent, and counselor application and university workshops
- Presenting to school counselors, parents, and prospects the US university preparation, selection and application journeys

You will be expected to:

- Manage a team of 10-15 Senior Educational Consultants / Educational Consultants
- Manage oversight of and improve the admissions consulting processes
- Meet with prospects and parents of existing students
- Serve as the primary Hale Ambassador to external parties, including school counselors, university Admissions officers, scholarship heads, etc

QUALIFICATIONS

Required Qualifications:

- Undergraduate degree from a top-tier U.S. university; Master's degree **strongly** preferred
- Knowledge of the US higher education landscape and the admissions process
- Minimum 5+ years experience in US Higher Education Experience
- Minimum 2+ years of management experience
- Ability to effectively manage teams and processes
- Professional communication skills, both oral and written



-
- Data driven and results oriented
 - Willingness to commit beyond scheduled hours when necessary

Desired Qualifications

- Experience working abroad / living abroad to reflect ability to adjust to another culture
- Professional knowledge of international education systems

LOGISTICS

Salary:

- Negotiable depending upon experience

Employment and Working Hours:

- Office hours are 10 am - 7 pm, with 1 hour for lunch

Benefits:

- Relocation assistance
- Stipend for annual r/t ticket home
- 21 workdays of paid vacation per year
- All government-private sector holidays off
- Private health insurance, residence visa, and Emirates ID paid at company expense
- Seasonal bonus

APPLICATION PROCEDURE:

To apply, send an email with the subject line **“HEG - Director of Counseling”** along with a CV (resume) and personalized cover letter to hr@haleeducation.com.