



SMS EDUCATION SERVICES

Job Title: Counsellor Australia– 5

Location: Koteshwor (Kathmandu Corporate Office) | Kalanki | Pokhara | Itahari | Janakpur | Birgunj

Term: Permanent | Full Time

Salary: Open for negotiation, inclusive of benefits.

Special Expectations: Availability for weekend shifts, if required, and flexibility to work across various branches of the organization.

Our Goals:

Our mission revolves around assisting students in shaping their career paths and steering them toward the optimal direction. We excel in providing expertise in PTE (Pearson Test of English - Academic), international visa consultation, and application services. Our primary objective is to illuminate the correct route for students aspiring to study abroad. Through our endeavors, we aspire to lead students to top-tier, cost-effective, and globally accredited higher education institutions, offering unwavering support during their endeavors both within Nepal and overseas.

Roles and Responsibilities:

1. Student Counseling:

- Provide personalized guidance to students seeking education opportunities in Australia.
- Conduct one-on-one counseling sessions to understand students' academic goals, preferences, and aspirations.
- Assist students in selecting suitable courses, universities / college, and programs in Australia.

2. Application Assistance:

- Guide students through the application process for Australian education providers.
- Aid in preparing and reviewing application documents, including resumes, statements of purpose, and recommendation letters.
- Ensure that applications are complete and submitted on time.

3. Visa and Immigration Support:

- Offer advice on the visa application process and related requirements for studying in Australia.
- Assist students in gathering and preparing necessary documents for visa applications.
- Stay updated on changes in visa regulations and immigration policies.

4. Course and Program Information:

- Provide accurate information about various courses, academic programs, and majors available in Australia.
- Help students understand the curriculum, duration, and potential career outcomes of different programs.

5. Scholarship and Funding Guidance:

- Inform students about available scholarships, grants, and financial aid options for studying in Australia.
- Assist students in researching and applying for relevant funding opportunities.

6. Pre-Departure Orientation:

- Conduct pre-departure sessions to prepare students for their journey to Australia.
- Cover topics such as cultural adaptation, travel arrangements, accommodation, and settling in a new country.

7. Relationship Building:

- Establish and maintain relationships with Australian universities, colleges, and educational institutions.
- Collaborate with university representatives to stay updated on admission requirements and program offerings.

8. Cross-Cultural Communication:

- Enhance students' understanding of Australian culture, norms, and academic expectations.
- Provide guidance on effective communication with professors, classmates, and administrative staff.

9. Follow-Up and Support:

- Maintain regular communication with students during their studies in Australia.
- Address any concerns or challenges students may face and offer appropriate solutions.

10. Market Research:

- Conduct research on Australian education trends, market demand, and industry updates.
- Provide insights to the consultancy for strategic planning and program development.

11. Compliance and Regulations:

- Ensure compliance with Australian education regulations, guidelines, and quality standards.

12. Professional Development

- Stay updated with changes in Australian education policies, visa regulations, and industry best practices.

A successful counselor should possess strong communication skills, empathy, cultural awareness, and in-depth knowledge of the Australian education system.

Candidate Requirements:

We are seeking a dedicated and motivated Education Counselor with expertise in Australia counseling to join our team. The ideal candidate should meet the following requirements:

1. Qualifications:

- Hold a Bachelor's degree or higher in a relevant field. A degree related to education, counseling, or a related discipline is preferred. **TITI Certificate and QEAC Certificate will be highly prioritized.**

2. Knowledge and Experience:

- Have a comprehensive understanding of the Australian education system, universities, courses, and visa procedures.
- Possess prior experience in education counseling, particularly with a focus on Australia, is highly desirable.
- Familiarity with scholarship opportunities and funding options for students studying in Australia is a plus.

3. Communication Skills:

- Exhibit excellent verbal and written communication skills in both English and Nepali.
- Effectively convey complex information to students and parents, addressing their concerns and queries.

4. Counseling Expertise:

- Showcase proficiency in providing guidance and counseling to students pursuing education in Australia.
- Demonstrate empathy, active listening, and the ability to build rapport with students.

5. Visa and Immigration Knowledge:

- Have a solid grasp of Australian student visa requirements, application procedures, and immigration regulations.

6. Customer Service:

- Provide exceptional customer service to students by offering accurate and timely information.
- Assist students throughout the application process, ensuring a smooth experience.

7. Organizational Skills:

- Display effective organizational skills to manage student records, applications, and documentation.

8. Cultural Awareness:

- Exhibit cultural sensitivity and an understanding of cross-cultural dynamics, considering the diverse backgrounds of students.

9. Team Collaboration:

- Work collaboratively within a team of counselors, coordinators, and administrative staff.
- Contribute positively to the team's objectives and overall success.

10. Tech Savviness:

- Demonstrate proficiency in using technology, including relevant software and communication tools.

11. Ethical Conduct:

- Uphold high ethical standards and maintain confidentiality regarding student information.

12. Knowledge Upkeep:

- Stay updated with changes in Australian education policies, visa regulations, and industry trends.

13. Passion for Education:

- Exhibit a genuine interest in guiding and empowering students to pursue their educational aspirations.

14. Flexibility:

- Adapt to dynamic work environments and varying student needs.

15. Networking:

- Build and nurture relationships with Australian educational institutions, maintaining up-to-date knowledge about programs and admissions.

16. Subject to an English placement test as part of the evaluation process.

What we offer:

- An exceptional and welcoming working environment
- Possibilities for overtime along with compensated breaks
- A streamlined salary package featuring a bonus
- Provision of Provident Fund and Insurance benefits
- Allocation of paid annual leave
- Prospects for internal advancement within the organization

How to apply?

Kindly forward your professional resume along with a cover letter that addresses the job requirements to: info@smseducationservices.com

If you meet these requirements and are passionate about assisting students in achieving their academic goals in Australia, we encourage you to apply. Please submit your resume and a cover letter detailing your relevant experience and why you are interested in this position. Kindly be informed that only candidates who are shortlisted will receive interview invitations. We kindly request that you refrain from making phone inquiries.