



PALESTINIAN STUDENTS FUND

The Palestinian Students Fund (PSF), a leading organization supporting Palestinian students to embark and achieve their university studies, is seeking an experienced and highly skilled professional for immediate recruitment. Available job vacancy for “Academic Counselor”

Applicants should send their CV and a cover letter including an expression of interest by email to welfareb@jwelfare.org no later than April 18th, 2012 and include the job name above in your email subject and cover letter. Applicants received after end of business day on closing date will not be considered.

Palestinian Students Fund is an equal opportunity employer. Women are encouraged to apply.

JOB DESCRIPTION

Job Title: Academic Counselor

Remuneration: competitive good according to experience

Duration: Consultancy Contract for 1 year (renewable in light of performance)

Location: Lebanon

Reports to: Development Director

Purpose of Position: Sets and operates the guidance and counseling program of PSF

Functions and Responsibilities

- Sets and operates the guidance & counseling program
- Keeps updated on all university entrance requirements, job market statistics & relevant information
- Keeps informed on all relevant scholarship programs
- Provides individual guidance & counseling services to students
- Coordinates with specialist staff at UNRWA & other schools
- Outreach to all UNRWA (and other schools) students in the secondary cycle
- Assists in designing group & individual intervention techniques

- Coaches on university interview techniques & required exams (TOFEL, EEE, SAT, etc.)
- Trains volunteers who will be hired as Peer Advisors
- Manages performance, monitoring & evaluation
- Generates regular and timely progress reports
- Stays abreast of Financial/Social needs of beneficiaries
- Produce Market-Search research & Client Satisfaction Surveys
- Carry out administrative and progress reporting responsibilities

QUALIFICATIONS REQUIREMENTS

(A) Academic and Professional

- University Degree in relevant subject (MA preferred)

(B) Experience

- Minimum 3 years' experience in Alumni relations & fundraising jobs
- Minimum 3 years' experience in academic counseling/guidance or similar profession

(B) Languages

- Arabic
- English

Date: 03 April, 2012