



AMERICAN
SCHOOL
OF PARIS



JOB OPPORTUNITY

UNIVERSITY COUNSELOR

Summary

- Contract type: Full time, permanent (100% CDI)
- Expected start date: August 17, 2026
- Application deadline: July 10, 2026

The role of the University Counselor is to guide students and parents through the university application process and to work closely with families to ensure each student has access to educational opportunities beyond ASP that are the best fit for their student profile.

About ASP

Founded in 1948 and located in one of the most beautiful and romantic cities in the world, the American School of Paris is one of Europe's oldest and most well-regarded international schools.

ASP offers an outstanding academic and extracurricular experience for our 800 students, on the finest international school campus in the Paris region. We are the only school in France to offer both the International Baccalaureate and American Advanced Placement courses. Our diverse and welcoming community comprises over 65 nationalities.

Our mission is to inspire and prepare each student to achieve personal and academic excellence. We look for highly-trained, experienced educators and administrators who

continually expand their subject knowledge and technology prowess. Approximately 74% of our faculty hold a master's degree or higher.

Professional development is an integral part of the ASP work experience. In-house and off-site training programs and conferences by thought leaders help to evolve our skills. If you think you'd like to join us, and that you're the right person for this position, we look forward to hearing from you.

Essential Duties & Responsibilities

Essential duties and responsibilities include, but are not limited to, the following:

University Counseling responsibilities

- Regularly meet and communicate with 10th-12th-grade students and parents about university admissions.
- Conduct group orientation sessions with students to explain the university application process.
- Hold group orientation sessions for Upper School parents to explain the application strategy and process.
- Write counselor recommendations for students to use in their university application process.
- Coordinate faculty letters of recommendation.
- Complete university counselor forms required for admission and scholarships.
- Provide students with feedback on their university application essays.
- Oversee the transmission of documents to universities.
- Utilize the software agreed upon by the school in the university application process.
- Lead university seminars in the second semester of Grade 11.
- Organize lunchtime working sessions to support student applications in the fall of Grade 12.
- Support students with mock interviews.
- Organize and lead university counseling sessions for new Grade 12 students at fall orientation.
- Participate in the Guidance Committee and Coordinators' meetings.
- Develop and maintain positive relationships with university admissions representatives.
- Remain current on admissions-related issues through research and professional conferences.
- Visit universities and attend counselor events.
- Contribute to organizing the CIS University Fair and attend the event.
- Represent ASP at relevant university conferences and fairs.
- Prepare and update the university school profile with the communication office.

In collaboration with the Guidance Counselors and the Academic Dean

- Provide university counseling information to Grade 10 students through the designated classes.
- Advise students on the predicted grade strategy and course selection.
- Assist the Guidance counselors with scheduling where appropriate.
- Participate in course registration presentations.
- Calculate AP predicted grades.
- Collaborate on developing and submitting IB predicted grades.

In collaboration with the Coordinator of the Office of Student Guidance

- Record and maintain historical data on university acceptances.
- Prepare annual reports on university admissions for the Head of School, the Board, and the faculty.
- Host visits by university representatives and organize on-campus university fairs.
- Organize University Days for Grades 11 and 12.
- Advise Grade 11 students on summer opportunities and pre-university programs as part of their university application strategy.
- Contribute to the school's internal and external communications about the university admissions process and results.
- Create resource pages and guides on university admissions.

Qualifications & Experience

Experience & Education

- Candidates must have previous experience as a university counselor.

Working at ASP

ASP is an equal-opportunity employer. We value a diverse workforce and an inclusive culture and we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity, or expression, marital status, citizenship, and disability.

ASP is committed to ensuring that all students are safeguarded and protected from all forms of violence, abuse, exploitation, and neglect. Upon employment, all faculty and staff members are required to sign a student protection agreement, and undergo a background check.

Application Process

Please email a cover letter and resume or CV to amaldonado@asparis.fr by July 10, 2026.