COLLEGE & CAREER COUNSELLOR

Avasara Academy | Lavale, Pune

About Avasara Academy

Avasara Academy is a non-profit residential school of excellence for girls in Grades 6–12, based near Pune. Avasara works with students from low-income backgrounds who demonstrate high potential, combining a rigorous academic and leadership curriculum with the goal of developing the next generation of women leaders.

Avasara's approach brings together academic excellence, leadership, entrepreneurship and real-world experiences, with a strong emphasis on helping students develop the capabilities, agency and relationships they need to lead meaningful and impactful lives.

About the Role

Avasara Academy is looking for a College & Career Counsellor who is passionate about working with adolescents and supporting them to understand themselves, explore possibilities and make thoughtful decisions about their futures.

College & Career Counselling (CCC) at Avasara is a four-year journey from Grades 9–12. Its purpose is to empower every student to identify and pursue her best-fit higher education and career pathway. The programme combines academic, emotional and logistical support, delivered through grade-wise curriculum and cohort sessions, personalised guidance, and partnerships and opportunities.

The Counsellor will contribute to the planning and delivery of this programme, support students across Grades 9–12, engage with parents and external partners, and help students navigate their transition from school to higher education and beyond.

The College & Career Counsellor will be a member of Avasara's Counselling Team and will work closely alongside other counsellors to provide integrated support to students.

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Key Responsibilities

1. College & Career Counselling

- Contribute to the planning, implementation and continuous strengthening of the CCC programme for Grades 9–12.
- Deliver grade-wise CCC curriculum, counselling classes, workshops and other group sessions.
- Support students through the four-year CCC journey:
    - Grade 9 – Pre-Foundation: introducing students to careers, higher education and future planning.
    - Grade 10 – Foundation: building self-awareness and supporting subject and stream choices.
    - Grade 11 – Exploration: exploring career pathways, building student profiles and researching colleges and programmes.
    - Grade 12 – Application: supporting college and scholarship applications, interviews and transition to university.
- Contribute to developing and refining CCC curriculum, resources, tools and systems.
- Help ensure that the programme functions at scale while remaining personalised to individual students.

2. Student Guidance & Career Exploration

- Provide individual and small-group guidance to help students understand their strengths, interests, aptitudes, values, aspirations, and realities and use these to make informed decisions about their futures.
- Coordinate psychometric and aptitude assessments and help students interpret and apply the findings.
- Introduce students to a diverse range of careers, professions, industries and higher education pathways.
- Plan and facilitate career talks, panels, exposure visits, field trips and other career exploration opportunities.
- Identify and coordinate relevant internships, mentorships, shadowing and other career-readiness opportunities.
- Support students in developing skills such as decision-making, planning, adaptability, communication and professional readiness.

3. College & Scholarship Applications

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- Guide students in researching and shortlisting suitable colleges and programmes, developing application strategies, and preparing applications, essays and interviews.
- Support students in identifying and applying for scholarships and financial aid, coordinating with families and school colleagues to meet requirements and deadlines.
- Maintain up-to-date college and scholarship information and systems to track applications and key milestones.

4. Parent Engagement & Partnerships

- Engage parents through workshops, information sessions and individual meetings to support informed decisions about their daughters' future pathways.
- Build and maintain relationships with colleges, universities, scholarship organisations, professionals and other relevant partners.
- Coordinate college fairs, visits, career exposure and other opportunities that connect students with higher education institutions and the world of work.

5. Collaboration, Documentation & Programme Improvement

- Work as an integral member of the Counselling Team, collaborating with counsellors, teachers and school leadership to provide integrated support for students' academic, personal, social-emotional and future-planning needs.
- Maintain accurate student records and tracking systems for future plans, applications, scholarships and transitions.
- Use student feedback, programme data and emerging developments in higher education and careers to strengthen CCC, while contributing to professional development and the wider school community.

Profile of the Ideal Candidate

We are looking for someone who:

- Has a genuine interest in working with adolescents and supporting their growth and future aspirations.
- Is passionate about college and career counselling and enjoys continuously learning about higher education, careers and emerging pathways.
- Is student-centred and able to balance students' aspirations with their strengths, circumstances, resources and long-term interests.

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- Has excellent written and verbal communication skills and is able to build warm, trusting and professional relationships with students and families.
- Is patient, empathetic, mature and non-judgemental.
- Is highly organised and able to manage multiple students, priorities and deadlines.
- Can work independently while collaborating effectively with a multidisciplinary team.
- Is resourceful, proactive and solutions-oriented.
- Has strong research, information-synthesis and problem-solving skills.
- Is comfortable working with data, digital tools and systems.
- Is able to work sensitively with families from diverse backgrounds and circumstances.
- Demonstrates sound judgement, discretion and professional integrity.
- Believes strongly in Avasara's mission and is committed to empowering young women to lead lives of distinction and impact.

Qualifications & Experience

- Master's degree in Counselling Psychology, Educational Psychology, Clinical Psychology, Social Work, Education or a related field.
- Specialised training and/or professional qualification in college and career counselling is strongly preferred.
- 3–5+ years of relevant experience in college counselling, career counselling, school counselling, admissions or a related field.
- Strong understanding of undergraduate education pathways and admissions processes in India and, ideally, international destinations.
- Familiarity with scholarships, financial aid, entrance examinations and university application processes.
- Experience working with adolescents and their families.
- Experience working in a school or educational setting is strongly preferred.
- Excellent written and spoken English.
- Proficiency in Hindi and/or Marathi would be an advantage.
- Strong computer literacy and comfort using digital platforms, spreadsheets and other tools for managing student information and applications.

Location**:** Avasara Academy, Lavale, Pune (This is an in-person position only)
Start Date: November/December 2026
Please send your application (resume and cover letter) to personnel@avasara.in.