



SOS-HERMANN GMEINER INTERNATIONAL COLLEGE – TEMA

NON-TEACHING VACANCY

6, 9 OR 12 MONTHS FIXED TERM CONTRACT

SOS-Hermann Gmeiner International College is a dynamic co-educational boarding school located in Tema, Ghana. We offer quality pre-university education for students from SOS children's villages across Africa as well as others from the host country, Ghana, and beyond. For more information about the college, please visit our website at www.soshgic.edu.gh

SOS-HGIC is an authorised IB World School offering the MYP (Middle Years Program), as well as the IBDP (International Baccalaureate Diploma Program). Familiarity with the MYP and IBDP, would be an advantage. Please visit www.ibo.org to familiarize yourselves with the curriculum and information on the IB MYP and IB DP programs.

The school seeks suitably qualified applicants for the role of Student Enrichment Fellow.

I. JOB TITLE - STUDENT ENRICHMENT FELLOW

II. ROLE OVERVIEW

SOS-HGIC is seeking a Student Enrichment Fellow who will be responsible for providing targeted support for all students in the Diploma Program to gain admission to leading universities. The Student Enrichment Fellow is expected to provide inspirational enrichment through a bespoke program at SOS-HGIC and also bring significant peer gains to our existing offering, not least to coach, mentor, model, advise, counsel and enrich our young people. The successful candidate will complement what the Guidance department and teachers do, to ensure we achieve excellence.

III. RESPONSIBILITIES

1. **Admissions Facilitation:** Collaborate with the Guidance department to develop and implement strategies that enhance the likelihood of students within the Diploma program gaining admission to leading universities.
2. **Enrichment Program Development:** Put on inspirational enrichment events tailored to the needs of SOS-HGIC students, focusing on academic, extracurricular, and personal development.

3. **Peer Improvement Initiatives:** Introduce initiatives to elevate peer performance and engagement, fostering a culture of collaboration, motivation, and academic excellence among students.
4. **Inspiration and Motivation:** Serve as a source of inspiration by modelling a strong work ethic, dedication to personal growth, and a passion for academic achievement, encouraging students to set and strive for ambitious goals.
5. **Coaching and Mentoring:** Provide personalized coaching and mentoring to students, identifying areas for improvement and offering guidance on academic and extracurricular pursuits to enhance their overall development.
6. **Advisory Services:** Offer advisory services to students on course selection, extracurricular activities, and other aspects of their academic journey, ensuring alignment with admission requirements to leading universities.
7. **Counselling Support:** Provide counselling to students, addressing challenges and setbacks, and offering strategies to overcome obstacles on their path to admission in leading universities.
8. **Collaboration with Teachers:** Collaborate with teachers to identify and address individual student needs, ensuring a cohesive approach to student development that complements the overall academic curriculum.

IV. COMPETENCIES:

The successful candidate will work closely with the guidance counselling team, curriculum management team and subject specific teachers in the Diploma Program as directed by the principal and should possess the following:

Educational:

1. Must be a recent graduate from a leading university (No more than 2 years after graduating from University preferably). This role would suit a gap year student and there is the option to sign on for 6, 9 or 12 months.

Personality:

1. Ability to coach and mentor students and inspire them to achieve excellence
2. Ability to fully prepare students to make applications to leading universities including support with review of personal statements and application essays
3. Ability to prepare students thoroughly for interviews to leading universities.
4. Ability to relate with young people and inspire them to achieve excellence
5. Ability to prepare students to excel in high-stakes examinations within a competitive setting.

6. Knowledge of effective strategies for successful applications to leading universities.
7. Aptitude for cultivating excellent study habits in students.

HOW TO APPLY

Please submit an application letter, motivation letter and a recent CV bearing your contact details to applications@soshgic.edu.gh. The subject of the application email should be titled **Student Enrichment Fellow**. Kindly include the contact details of two (2) referees from the University you attended.