GD GOENKA FLAGSHIP SCHOOL | Sohna Road Gurugram

JOB DESCRIPTION

"Shape young minds, while shaping your own career."

1. JOB TITLE

Career Counsellor

2. DEPARTMENT / REPORTING TO

Department: Academics

Reports to: HOD/ Principal

3. JOB LOCATION / POSITION TYPE

Sohna / Full Time

4. JOB PURPOSE / SUMMARY

The Career Counsellor is responsible for guiding students in making informed academic and career decisions. The role involves career planning, university guidance, subject selection support, psychometric assessments, and counselling students and parents to help students identify suitable educational and career pathways aligned with their interests, abilities, and aspirations.

5. ABOUT THE ORGANISATION

Organisation Culture: At GD Goenka, our culture is built on the foundation of excellence, inclusivity, and innovation. We foster an environment where every individual—whether in teaching, administration, or support—feels valued, respected, and empowered to contribute their best. Guided by our THRIVE values (Trust, Humility, Respect, Innovation, Vision, and Excellence), we create a workplace that balances Flagship professional standards with a deep sense of belonging and care.

Collaboration, continuous learning, and recognition of contributions are central to our ethos. We encourage openness, creativity, and accountability, while also celebrating milestones and personal achievements. With strong emphasis on ethics, well-being, and growth, GD Goenka's organisational culture is not just about building great careers, but about shaping meaningful lives.

Vision: Rooted in a rich legacy of excellence, we aspire to set global benchmarks in education. As a progressive organization, we are committed to creating learning environments that foster innovation, agility, intellectual curiosity, and responsibility.

Mission: We are committed to becoming one of the top 10 respected education brands in India and globally, accredited and ranked by reputed agencies in all categories. Our mission is to support and empower our partner institutions and stakeholders across all disciplines with leadership, culture and resources to ensure their growth and excellence

Values:



Team Centric – We believe in the power of collaboration and shared success, where every achievement is a collective milestone. By fostering mutual support and a spirit of teamwork, we ensure that progress is a unified effort, strengthening our community and amplifying impact.

Harmonious – We remain adaptable yet grounded, creating an environment where diverse perspectives coexist in synergy. While embracing change, we stay true to our core values and heritage, ensuring that progress is achieved with integrity, balance and respect for our roots.

Resilient – Challenges are opportunities to grow. We persevere with agility, adaptability, and an indomitable spirit, turning setbacks into stepping stones towards our vision. With a mindset of continuous learning and improvement, we move forward with confidence & purpose.

Innovative – We boldly reimagine possibilities, pushing the boundaries of creativity and progress. By fostering a culture of curiosity and forward- thinking solutions, we shape the future, ensuring that we remain at the forefront of transformational change.

Versatile – We evolve with the times while staying true to our essence. Our ability to adapt and integrate new ideas without losing our identity empowers us to succeed in an ever-changing world. By balancing tradition with innovation, we remain relevant, dynamic, and impactful.

Empathetic – Integrity, respect, and inclusivity define our approach. We create a culture of trust and transparency, treating everyone with dignity and compassion. By fostering an environment where every individual feels valued and heard, we enable collective success and shared growth.

6. KEY RESPONSIBILITIES

The responsibility of the Career Advisory would include, but are not limited to –

Student Career Guidance

- **Provide one-on-one and group career counselling sessions for students.**
- **Conduct career interest and aptitude assessments.**
- **Guide students in subject selection aligned with career goals.**
- **Help students identify strengths, interests, and suitable career pathways.**
- **Develop Individual Career Plans (ICPs) for students.**

7. University & Pathway Guidance

- Counsel students regarding Indian and international university admissions.
- Assist students with university applications, SOPs, essays, resumes, recommendation letters, and interview preparation.
- Guide students regarding entrance examinations, scholarships, financial aid, and admission timelines.
- Maintain updated knowledge of admission requirements and global education trends.

8. Parent Counselling

- Conduct counselling sessions with parents regarding career planning and university admissions.
- Address parent concerns related to career choices and academic pathways.

- Share student progress and counselling updates while maintaining confidentiality.
- **Career Development Programmes**
- Organize career awareness workshops, university fairs, webinars, alumni interactions, and guest lectures.
- Coordinate psychometric assessments and interpret results for students and parents.
- Arrange industry exposure visits, internships, and career exploration activities.
- **Student Documentation & Reporting**
- Maintain counselling records and student career portfolios.
- Track university applications, offers, scholarships, and placement statistics.
- Prepare periodic reports and presentations for school leadership.
- **Collaboration**
- Work closely with academic coordinators, teachers, and school leadership.
- Build relationships with universities, education consultants, and industry experts.
- Support school events related to Flagshiper education and career awareness.
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9. QUALIFICATIONS / REQUIREMENTS

- Master's degree in psychology, Counselling, Education, Career Guidance, or a related field.
- Professional certification in Career Counselling (preferred).
- Minimum **3-5 years of experience** as a Career Counsellor in a reputed school.
- Experience in CBSE, or international school environment preferred.
- Strong knowledge of Indian and international university admission processes.
- Experience with psychometric assessments and career guidance tools is desirable.
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10. COMPETENCIES / SKILLS

- Excellent counselling and interpersonal skills.
- Strong communication and presentation skills.
- Empathy and active listening.
- Strong organizational and time-management abilities.
- Ability to maintain confidentiality.
- Knowledge of global education systems and career pathways.
- Proficiency in MS Office and career guidance platforms.

- Strong analytical and documentation skills.
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11. GENERAL REQUIREMENTS

- Adherence to all school policies, procedures, and ethical standards is mandatory.
- Responsibilities may be revised based on organizational requirements.
- Perform any additional duties assigned by the Principal, School Leadership, or Management to support the smooth functioning of the institution.