

Brewster

SPAIN

Brewster Madrid is seeking an experienced, energetic, and innovative **University Counselor** who is committed to implementing a student-centered university counseling program.

As a city-based international school with the motto of using the city as our classroom, our educators are expected to fully leverage both local and global opportunities, connecting students with universities, organizations, and experiences that enrich their post-secondary planning. This role requires a deep understanding of global university systems and a commitment to guiding students through a reflective, informed, and values-driven transition to higher education. Our students come from all over the world and apply for university opportunities all over the world.

This opportunity is ideally suited for individuals who thrive in dynamic and collaborative environments, enjoy working closely with adolescents and families, and bring successful international counseling experience. We are looking for candidates who demonstrate professional excellence, empathy, and strategic thinking, and who can support all students in realizing their post-secondary goals as expressed in our Portrait of a Graduate.

Main Responsibilities

- To work collaboratively with the Director of University Counseling, faculty, and school leadership to envision and enact a modern, globally focused university counseling program.
- To guide students in grades 9-12 through all aspects of the university planning and application process, including university and major selection, essays, applications, testing strategies, and interview preparation.
- To support students in exploring interests, strengths, and possible career pathways, helping them connect academic choices to long-term goals.
- To provide clear and accurate guidance on financial aid and scholarship opportunities, supporting families through complex application processes globally.
- To monitor student academic progress and post-secondary readiness, maintaining detailed, organized records using platforms like Unifrog and other data tracking software.

- To deliver workshops and seminars for students, families, and staff on topics including university essays, financial aid, country-specific application systems, recommendation writing, and campus life.
 - To collaborate closely with teachers, advisors, admissions team members, and administrators in support of student advocacy and holistic guidance.
 - To organize and help coordinate off-campus university workshops, university visits, and an annual university fair across both of the Brewster Madrid campuses.
 - To serve as a trusted adult and advisor, offering emotional and transitional support to students navigating stress, uncertainty, and major life decisions as they arise in the university counseling process.
 - To work primarily on the La Moraleja campus, with occasional responsibilities on the Chamberí campus.
 - To carry a full-time counseling caseload; depending on student needs and caseload, teaching 1–2 classes may be required.
 - Helping with graduation and alumni engagement as needed.
 - Attending university networking conferences, events, and campus fly-ins to keep up to date on the most needed information for our students - within the counseling budget.
 - To contribute to a joyful, inclusive, and student-centered school culture.
 - Other duties and responsibilities on a case by case basis as assigned.
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Desired Qualifications

- Previous experience in university/university counseling, preferably in an international or independent school setting.
- Master's degree or post graduate certificate in university counseling, higher education, or a related field preferred.
- Strong knowledge of global university systems, admissions processes, and trends in higher education.
- Exceptional organizational skills and attention to detail.
- Excellent written and verbal communication skills, particularly in coaching student writing and self-reflection.
- Demonstrated ability to build trusting relationships with adolescents and families.
- Experience leading workshops and presenting to varied audiences.
- Comfort working with data systems and counseling platforms (experience with Unifrog strongly preferred).
- Ability to collaborate effectively within a multidisciplinary team.
- Multicultural competency and a demonstrated commitment to equity and inclusion.
- Fluency in English; proficiency in Spanish is a plus but not required.
- Flexibility, resilience, a “can-do” attitude, and a sense of humor.

Required documentation: possession of a valid work visa permitting employment within Spain

To Apply:

- Send cover letter, resume, statement of educational philosophy and contact information for two professional references to: recruitment@brewstermadrid.com
- Specify in subject: Full name + Position applying for

To Learn More about Brewster Madrid and Brewster Academy please visit:

- www.brewstermadrid.com
- www.brewsteracademy.org

Brewster does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.