

Job Title: Study Abroad Counsellor

 **Location:** ICE Pakistan, Islamabad Campus

 **Institution:** ICE Pakistan

 **Job Type:** Full-Time

About ICE Pakistan:

ICE (International Center of Excellence) Pakistan is dedicated to providing students with the best educational opportunities globally. We are looking for a passionate and knowledgeable **Study Abroad Counsellor** to guide students through the application process for international universities and ensure a smooth transition to global education.

Key Responsibilities:

- Provide **personalized counseling** to students on international study opportunities, university selection, and admission processes.
- Assist students with **application procedures, essay writing, scholarship opportunities, and visa processing.**
- Conduct **information sessions, workshops, and seminars** for students and parents about study abroad programs.
- Develop and maintain relationships with **international universities, embassies, and scholarship providers.**
- Guide students on **standardized tests** and admission requirements.
- Stay updated on **visa regulations, admission policies, and scholarship opportunities** for different countries.
- Work closely with the **marketing team** to promote study abroad programs and organize events.

Qualifications & Experience:

- **Master's or Bachelor's** in Education, International Relations, or a related field.
- **2+ years** of experience in **study abroad counseling, university admissions, or educational consultancy.**
- Strong understanding of **international education systems, visa policies, and university requirements.**
- Excellent communication, interpersonal, and organizational skills.
- Experience with **student application portals and CRM tools** is a plus.

How to Apply:

Send your **CV and cover letter** to aemen.rashid@ice.edu.pk or careers@ice.edu.pk with the subject line "**Application – Study Abroad Counsellor**"