



**Search
ASSOCIATES**
SPANNING THE GLOBE WITH A PERSONAL TOUCH



Position Announcement

Head of University Guidance

Lawrence S. Ting School (LSTS), Ho Chi Minh City, Vietnam

Start Date:

Preferred July 2026

Flexible through July 2027 for the right candidate

Application Deadline:

Applications accepted on a rolling basis until position is filled

Early applications are encouraged

Head of University Guidance

Lawrence S. Ting School in Ho Chi Minh City, Vietnam, is seeking an exceptional and highly experienced university guidance professional to lead and further develop its University Guidance and Counseling Program. This is a senior leadership role for a strategic, student-centered educator who is deeply knowledgeable about global university admissions and passionate about supporting young people and families through complex post-secondary pathways.

Reporting to the school's leadership, the **Head of University Guidance** will play a pivotal role in shaping LSTS's future-oriented vision, ensuring students are exceptionally well prepared for admission to top universities worldwide and for successful transition to university life.



What is the role?

The **Head of University Guidance** provides **strategic leadership, program development, and expert counseling services** across the school. The role spans five interconnected dimensions:

1. Strategic Program Leadership & Faculty Empowerment

- Design, implement, and continuously improve a comprehensive, multi-year university guidance curriculum beginning in the early high school years.
- Ensure alignment with LSTS's *Global Vision* and *Future Orientation*.
- Train and support faculty in writing strong, authentic recommendation letters and embedding career and future-focused learning within academic teaching.

2. Personalized Counseling & Admissions Success

- Deliver individualized, expert university counseling to students and families.
- Guide applicants through highly selective admissions processes for global universities and reputable international branch campuses in Vietnam.
- Advice on holistic profile building, application strategy, scholarships, and financial aid opportunities.

3. Team Mentorship & Capacity Building

- Lead, mentor, and develop a team of university guidance counselors.
- Establish clear systems, timelines, and standard operating procedures to ensure consistently high-quality counseling support.
- Build a cohesive, professional, and high-performing counseling team.

4. Global Networking & Institutional Advocacy

- Build and sustain strong relationships with admissions offices worldwide (North America, Europe, Australia, and Asia).
- Host visiting university representatives on campus.
- Advocate for LSTS students throughout the admissions cycle.

5. Data-Driven Operations & Transition Readiness

- Oversee counseling data systems and analyze admissions trends to refine school profiles and application strategies.
- Lead pre-departure and transition-to-university programming, including cultural adaptation, independent living, and student wellbeing.



Who are you?

You are an experienced and principled university guidance leader who:

- Puts student wellbeing, equity, and long-term success at the center of decision-making.
- You bring strategic vision while remaining grounded in the day-to-day realities of students' lives.

- Communicates with clarity, empathy, and confidence in high-stakes situations.
- Thrives in a dynamic international school environment.
- Leads with integrity, collaboration, and a growth mindset.
- You enjoy building systems, mentoring colleagues, and strengthening institutional practice—but never at the expense of human connection.
- You thrive in an international environment, value ethical practice, and believe that excellent university counseling is rooted in integrity, empathy, and long-term student success.

First-year Priorities for the Head of UG

The first year will be a foundational period for the Head of University Guidance to establish a coherent, high-quality program that is aligned with the school's aspirations and responsive to student needs. The role will focus on strengthening systems, building internal capacity, and developing a clear, structured counseling journey, while also positioning the school more strategically within the global higher education landscape. The priorities outlined below are intended to support both immediate program coherence and longer-term growth.

1. Strategic Program Review & Curriculum Design

- Conduct a comprehensive review of the previous year's programs to evaluate effectiveness, identify gaps, and use these insights to inform strategic planning for the academic year.

2. Operational Infrastructure & Data Systems

- Establish and oversee a centralized data management system (utilizing modern platforms like Cialfo, MaiaLearning, Naviance, or partnering with CIEC for AI/automated tools) to accurately track applications, results, and admission trends.

3. Internal Capacity Building & Collaborative Networks

(Counselors & Faculty Integrated)

- Establish robust training mechanisms, timelines, and standard operating procedures (SOPs) to build a cohesive counseling team and establish structured collaboration with subject and homeroom teachers through scheduled meetings or workshops.

4. Core Counseling Implementation

- Implement a structured, high-touch counseling journey with clear SOPs for grades 8/9 -12, ensuring timetabled counseling access is available across all grades and aligned with cross-team schedules.

5. Stakeholder Engagement & Communications

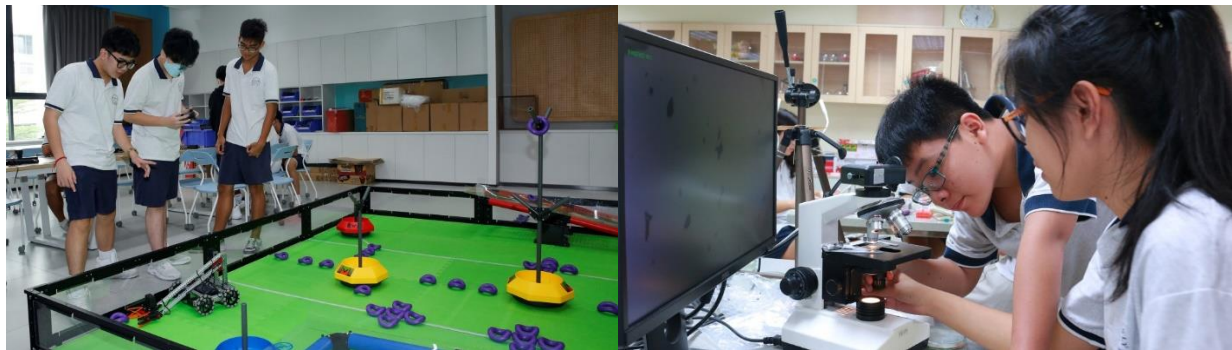
- Refine and update the LSTS School Profile utilizing data-driven admission trends and develop a dedicated UGC webpage to publish this profile alongside official university guidance resources and student success stories.

6. Global Partnerships & Institutional Advocacy

- Cultivate and sustain strategic partnerships with admissions offices at top-tier universities across North America, Europe, Australia, and Asia to elevate the school's global profile.

7. Future Pathways & Transition Readiness

- Establish a career orientation pathway that provides early, structured guidance aligned closely with student interests and develop a structured study abroad curriculum that comprehensively covers applications, essays, and interviews.



The School

Lawrence S. Ting School (LSTS) is a leading international-standard school in Ho Chi Minh City, Vietnam, committed to academic excellence, global citizenship, and preparing students for success beyond graduation.

Our mission is to develop knowledgeable, ethical, and globally minded learners who are ready to thrive in an increasingly complex and interconnected world. LSTS places a strong emphasis on future orientation, student wellbeing, and informed post-secondary decision-making.

University preparation is a core pillar of our educational approach. We take pride in supporting students to make informed, ethical, and future-focused

post-secondary choices, leading to acceptance at highly selective universities and respected institutions around the world.

LSTS is a professional, collaborative, and forward-thinking learning community that values integrity, wellbeing, and continuous improvement. Two years ago, we became a CIS member school. Right now, we are in the process of applying for CIS Accreditation and will receive the Team Evaluation Visit in September 2026.



Our Story

Lawrence S. Ting School (LSTS) was founded in 2008 by Phu My Hung Development Corporation as a private, not-for-profit secondary school in Ho Chi Minh City, Vietnam. The school is named in honor of Mr. Lawrence S. Ting, whose long-standing commitment to education and human capital development continues to inform the school's mission and values.

LSTS serves approximately 2,000 students from Grade 6 to Grade 12, supported by a professional community of around 200 teachers and staff. The school is organized into a Middle School (Grades 6–8) and a High School (Grades 9–12), operating across purpose-built campuses designed to support both academic learning and student development.

The school follows the curriculum of the Vietnamese Ministry of Education and Training, enriched through innovative teaching practices, research-based learning, technology integration, and a strong emphasis on skills, character education, and future readiness. A coherent educational framework supports students' academic growth while also fostering independence, leadership, and global awareness.

At the centre of the LSTS educational philosophy is the Capstone Program, which integrates academic learning with skills development and personal growth. Through a structured progression that includes student-led ACES (Activity–Creativity–Experience–Service) projects, a school-wide service learning program, and a strong emphasis on global citizenship, students are supported to become Doers, Thinkers, and Leaders, prepared to navigate university study and life beyond school with confidence and responsibility.

As a forward-looking educational community, LSTS remains committed to continuous improvement and to preparing young people to engage thoughtfully, ethically, and successfully in an increasingly interconnected world.



University Guidance and Study Abroad Program

The University Guidance and Study Abroad Program at Lawrence S. Ting School (LSTS) is a developing and increasingly structured program designed to support a large and diverse student body as they explore university pathways both in Vietnam and internationally.

The program is currently supported by a team of three University Guidance Counselors. The team brings a range of international academic experiences, with members educated in the United States, Australia, and Taiwan, and all are fluent in English. While relatively early in their professional journeys as counselors, the team demonstrates strong commitment, professionalism, and a clear desire to grow within the field.

Each graduating cohort includes approximately 250 students. LSTS students pursue a wide range of university destinations. Historically, the United States has been a primary destination; however, recent trends show increasing interest in Australia and other parts of Asia, including Hong Kong, Taiwan, Singapore, and China. European destinations such as the Netherlands and Germany are also growing in popularity. In addition, international university programs based in Vietnam have become an increasingly attractive option, particularly due to accessibility and scholarship opportunities. Students pursue multiple pathways, including direct entry into universities, and the school has begun to more actively promote alternative pathways such as community college transfer options.



The program combines structured, in-class guidance with individualized counseling. Students have access to both group sessions and one-on-one support, complemented by regular engagement with universities through visits, workshops, and information sessions. The program places emphasis not only on university placement, but also on helping students develop the skills needed to make informed and independent decisions about their futures.

As a Vietnamese private school following the national curriculum, LSTS operates within a distinct context. While the study abroad program is relatively young, the school is intentionally building a more coherent and systematic approach to university guidance. A particular strength of the program is its focus on integrating life skills, career exploration, and

decision-making into the student experience, ensuring that students are not only supported, but also equipped to take ownership of their pathways.

With a large cohort and a wide range of post-secondary destinations, the program is designed to balance scale with personalization. Systems and structures are being developed to ensure that students are appropriately supported, able to access guidance at different levels of need, and clear about where and how to seek support throughout the process.

General structure of the program across grade levels:

- **Grade 6–8 (Foundation & Exploration):** Build academic foundation, language skills, explore interests through clubs and activities
- **Grade 9–10 (Discovery & Preparation):** Strengthen GPA, explore career interests, begin extracurricular and leadership development
- **Grade 11 (Semester 2, Action & Strategy):** Prepare application components (CV, personal statement, recommendations), complete standardized tests, shortlist universities
- **Grade 12 (Semester 1, Application & Transition):** Submit applications, apply for scholarships, receive support with visa, orientation, and transition

Distinctive features of the program:

- **Personalized counseling system** combining in-class guidance and 1:1 sessions
- **Direct collaboration with universities** (visits, sharing sessions, workshops)
- **Early and continuous profile-building support** for students
- **Priority updates and tailored guidance** for enrolled students
- **Integration of well-being, career exploration, and life skills** into the guidance process

You may find the most recent LSTS School Profile [here](#).



Application Requirements and Benefits

We encourage applications from candidates of diverse backgrounds and experiences.

Education & Professional Credentials

- Bachelor's degree required; Master's degree strongly preferred. Specialization in Counseling, Higher Education, Psychology, International Education, or a related field.
- Active membership or certification with professional bodies such as **International ACAC, NACAC, or IECA** is highly desirable.

Expertise in Global Admissions

- Minimum **10+ years** of progressive experience in university guidance counseling.
- Demonstrated success placing students in highly selective universities worldwide.
- Expert knowledge of global admissions systems and platforms (e.g., **Common App, UCAS, OUAC, Studielink**).
- Deep understanding of different admissions philosophies (US holistic review, UK/European academic-centric models, etc.).

Leadership & Mentorship Capabilities

- Proven experience leading and mentoring counseling teams.
- Strong systems thinking and organizational skills.
- Exceptional written and spoken English for counselor recommendations, school profiles, and public presentations.
- High emotional intelligence and ability to manage complex family expectations.



Data, Ethics, and Technology

- Proficiency with college counseling platforms (e.g., **Cialfo, MaiaLearning, Naviance**).

- Strong data literacy and commitment to ethical, student-centered counseling practices.
- Experience with education systems in the **United States, Canada, Australia, or the United Kingdom** is highly valued.

Working conditions and benefits

- Full-time position with a competitive annual salary commensurate with qualifications and experience.
- Paid holidays, including national holidays, Tet holiday, and summer breaks.
- Monthly housing rent stipend
- Health and accident insurance.
- Full work permit, visa, and residence card support, including reimbursement of required documentation costs.
- Access to professional development opportunities.



Application Process

LSTS has appointed Search Associates as its recruitment partner for this role. Please note, the consultant will not recommend candidates for further consideration by the school if the candidate is under contract or otherwise encumbered in such a way that would preclude them from freely entering a new employment contract and being available for the start date stipulated by the hiring organization.

Candidates should send the information listed below as a **single pdf file of 5 MB or less in size** attached to an email:

- A letter of application, explaining your strengths as a candidate and why the applicant is interested in the Head of University Guidance position at Lawrence S. Ting School
- A current CV/résumé not to exceed two pages addressing the requested qualifications
- Copies of relevant degrees and certifications
- A one-page list of at least four supervisory references, including a current supervisor, with phone numbers, email addresses, and a description of the professional relationship at the time of working together

Applications should be sent to Dr. Diana Martelly at:

dmartelly@searchassociates.com

Note that Search Associates will contact the current employer/supervisor to request completion of a Search Associates Confidential Leadership Reference Form for all applicants who emerge in the search as a semi-finalist.

Application Deadline: While applications are being accepted on a rolling basis, early applications are encouraged

Lawrence S. Ting School and Search Associates reserve the right to close the search as soon as a suitable candidate has been identified/appointed.

Candidates wishing to learn more about Lawrence S. Ting School should visit the school's website at <https://lsts.edu.vn/en>