



# KINGSWOOD OXFORD

## **Kingswood Oxford School Associate Director of Admissions**

### **School Community:**

Kingswood Oxford is a coeducational, private day school for academically strong and motivated students in grades 6-12. Accredited by the New England Association of Schools & Colleges, KO values academic and co-curricular excellence, ethical citizenry, and meaningful relationships with students and their families. Located on 33 acres in West Hartford, Connecticut – a thriving community known for its culture, entertainment, and family environment, and named a 2016 “Best Place to Live” by *Money* magazine – KO enrolls approximately 500 students from more than 60 towns within Connecticut and Massachusetts, in addition to about 20 students from China and Korea.

### **Job Description:**

Kingswood Oxford School seeks an experienced, dynamic and enthusiastic admission professional with expertise in the recruitment, evaluation, and retention of international students to join the Admissions team as an Associate Director of Admissions. The Office of Admissions is currently staffed by two other admissions associates and an office assistant. These positions work with and report to the Assistant Head of School for External Affairs.

The Office of Admissions is charged with the recruitment and retention of students and their families in accordance with the Mission and Core Values of the School. The office is a collaborative environment and, while each member of the office might take the lead on certain programs or projects, all members are responsible for carrying out the day-to-day responsibilities of the office. The position is a 12-month, full-time, non-exempt position, and will require occasional weekend and evening hours.

### **General responsibilities of admissions associates (including, but not limited to):**

- Provide a welcoming environment for prospective families.
- Respond to telephone and internet inquiries.
- Interview prospective students and their families and follow up as necessary.
- Evaluate applications as a member of the Admissions and Financial Aid Committees.
- Help coordinate the activities of the Upper School and Middle School Faculty Admission Committees.
- Direct and coordinate the planning and execution of programs sponsored by the Office of Admission to recruit and enroll prospective students such as open houses, admitted student programs, receptions, etc.
- Assist in the planning and implementation of the recruitment process for students with special interests.
- Plan, coordinate and, when necessary, proctor admissions testing (Secondary School Admissions Test - SSAT - for Upper School and the OLSAT for the Middle School)
- Participate in the visiting of and marketing to feeder schools, including attending school fairs.
- Assist in the tracking, analysis, and reporting of data to support enrollment needs and trends among special interests and to identify growth opportunities.
- Other duties related to the Office of Admissions as assigned by the Assistant Head of School for External Affairs, the Administration or the Head of School.

**Additional Responsibilities for this Associate Director of Admissions:**

- Serve as PDSO and maintain SEVIS records.
- Cultivate partnerships with host family placement agencies.
- Oversee the host family community and educate host parents on expectations.
- Oversee onboarding and transition of all new international students at KO.
- Create and maintain a Host Parent Handbook.
- In collaboration with the International Student Coordinator, update International Student Handbook, help to educate faculty and advisors on how to work with our international students, and serve as liaison between host parents, natural parents, faculty, coaches, and advisors
- Work closely with the International Student Coordinator on supporting our international student programming including, but not limited to, Orientation, Holiday Luncheon, Lunar New Year Gathering, Senior Send Off, etc.
- Undertake other duties and responsibilities as assigned by the Assistant Head for External Affairs, the Administration or the Head of School.

**Qualifications:**

Candidates must have at least a Bachelor's degree. Ideal candidates will have admissions experience at either the college or independent school level, a passion for educational institutions, a deep understanding of best practices in admissions, and substantial experience working with admission, evaluation, and retention of international students. In addition, preference will be given to candidates who:

- Demonstrate patience and creativity; and can work collaboratively with a range of constituent groups, including students, families, faculty, staff, and administration from diverse backgrounds.
- Have the ability to work independently and collaboratively; demonstrate a strong work ethic; and maintain a high level of professionalism, integrity, and confidentiality at all times.
- Have a desire to be part of a community that appreciates diversity, fosters inclusion and works towards cultural competency.
- Demonstrates exceptional oral and written communication, organizational and interpersonal skills.
- Have a familiarity with the financial aid process, either at the college or independent school level.
- Have experience planning and coordinating recruitment events.
- Have experience managing a tour-guide and/or a student ambassador program.
- Have experience working with international students and coordinating international recruitment events.
- Have a high comfort level with technology; experience with SIS and CRM systems and other admissions-related software.
- Have experience with market data research.
- Have a working knowledge of Mandarin and/or Chinese culture.

**Application Requirements:** Interested candidates should submit a cover letter expressing their interest in the position along with a résumé and the names of three references to [jobopenings@kingswoodoxford.org](mailto:jobopenings@kingswoodoxford.org).

**Application Deadline:** Monday, May 28, 2019

*Kingswood Oxford School provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, political belief or activity, status as a veteran, or any other status protected by law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.*