



KINGSWOOD  
OXFORD

### **Associate Director of Admissions Opening**

**Start Date: August 1, 2023**

Kingswood Oxford School seeks an Associate Director of Admissions as a full-time, nonexempt, 12-month employee. The associate director works collaboratively within a five-member team and reports to the Director of Enrollment Management.

Located in West Hartford, Connecticut, Kingswood Oxford, familiarly KO, is a coeducational, college preparatory, independent day school for talented and motivated students in grades 6-12. Accredited by the New England Association of Schools & Colleges (NEASC), KO values academic and co-curricular excellence, as well as building meaningful relationships with students and their families. Committed to diversity and inclusion, 33 percent of KO's student population are students of color. Students represent over 60 towns in Connecticut and Western Massachusetts, and 6% of our Upper School has welcomed scholars from China, Thailand, Korea, Germany, Austria, and Poland. We are seeking candidates who demonstrate an understanding and appreciation of intercultural fluency to support students and families from a diversity of backgrounds, experiences, and talents.

While additional duties may be assigned, the Associate Director will manage the key responsibilities and tasks below:

- Guide prospective families through the application process, from inquiry to enrollment, including proactive outreach, interviewing, and reading applications.
- Embrace an external strategic communications lens to plan, implement, execute, and evaluate all touchpoints during the admissions cycle, including digital and traditional marketing collateral such as viewbooks, postcards, trifold, brochures, newsletters, and website updates, as well as represent KO at area school fairs and valuable community events.
- Collaborate, communicate and coordinate with key internal departments to plan recruitment events, including but not limited to Admissions Workshops, Open House, Admitted Students Day, Spring Preview, etc.
- Nurture relationships and foster the strategic image of KO in coordination with the Marketing and Communications team with an intentional perspective on how KO's presence lands with potential students and families.
- Implement, evaluate, and refine external recruitment strategies to meet established enrollment goals.
- Serve as the athletic liaison within the Admissions office who supports student-athlete applicants and who tracks, reports, and communicates their admissions progress.



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## Qualifications

Candidates must have at least a Bachelor's degree. Ideal candidates will have admissions experience, either at a college or independent school, a passion for fulfilling the mission of educational institutions, a deep understanding of best practices, and substantial experience working with admissions, enrollment, evaluation, and retention of students and families. A flexible mindset, get-to-work attitude, and the ability to find humor in life would be valuable assets in our small but mighty Admissions and Enrollment department. Successful candidates will have a strong track record in the following competencies:

- **Operational Excellence:** manage, prioritize, organize, communicate, track, and follow up on multiple responsibilities. Cultivate internal and external relationships to clearly articulate the value of a Kingswood Oxford education.
- **Professionalism:** possess exceptional people skills, including both phone and email etiquette, when engaging with internal and external constituents.
- **Ethical Conduct:** maintain high standards of integrity, alignment of professional philosophy with KO's Core Values and Mission, and adherence to accreditation standards.
- **Leadership:** model best practice in gathering data to inform strategic admissions and enrollment decisions amid competing priorities. Candidates also embody diversity, equity, inclusion, belonging, and justice as personal values and in practice.
- **Action-oriented:** plan, communicate, and execute key recruitment events using a marketing and communication lens coupled with a positive attitude.
- Experience with an application system (preferably Ravenna and/or Blackbaud).

## How to Apply

Please send an email to [jobopenings@kingswoodoxford.org](mailto:jobopenings@kingswoodoxford.org) with "Associate Director of Admissions" in the subject line and attach your resume, cover letter, and three to five references. Applications are requested by April 21, 2023.

## An Equal Opportunity Employer

Kingswood Oxford School provides equal employment opportunity to all individuals without regard to race, color, sex (including pregnancy, childbirth, and related conditions), age, disability, religion, national origin, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, political belief or activity, domestic violence victim status, status as a veteran or any other status protected by law.

The 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.

Employees who feel they have been treated less favorably on the basis of any protected characteristic should contact the Head of School immediately. Retaliation for making a complaint or otherwise participating in an investigation of potential violations of this policy is prohibited.