



# KINGSWOOD OXFORD

## **Associate Director of Admissions Opening**

**Start Date: July 1, 2026**

Kingswood Oxford seeks a dynamic and relational **Associate Director of Admissions** to join a collaborative, mission-driven admissions and enrollment team. This role is ideal for a professional adept at building meaningful connections with students and families, thinking strategically about enrollment, and shaping a diverse and thriving school community. The Associate Director will play a central role in both domestic and international admissions and enrollment, guiding families through the process while advancing the school's visibility and reach.

### **About Kingswood Oxford**

Located in West Hartford, Connecticut, Kingswood Oxford (KO) is a coeducational, college-preparatory, independent day school serving students in grades 6 to 12. Accredited by the New England Association of Schools and Colleges (NEASC), KO is defined by academic excellence, meaningful relationships, and a deep commitment to community. Students represent more than 60 towns across Connecticut, Western Massachusetts, and international scholars.

Kingswood Oxford seeks candidates who demonstrate intercultural fluency and a commitment to working with students and families from diverse backgrounds, experiences, and perspectives.

### **Position Overview**

The Associate Director of Admissions is responsible for managing a portfolio of over 150 prospective families from inquiry through enrollment, contributing to the execution of a strategic enrollment plan, and leading key aspects of the school's international student program.

### **Primary Responsibilities**

The Associate Director reports to the Director of Enrollment Management and collaborates closely with colleagues across the school. While additional duties may be assigned, the Associate Director is primarily responsible for admissions and enrollment, international program operation and coordination, & marketing and communications.

### **Admissions and Enrollment Management**

- Manage a portfolio of over 150 prospective families from inquiry through enrollment, including outreach, interviews, application review, and decision support
- Represent KO at admissions events, school fairs, and community programs
- Partner with faculty, coaches, and administrators to support recruitment and yield efforts
- Collaborate with the admissions team to plan and execute on-campus and virtual events, including visit days, workshops, and information sessions
- Contribute to a positive, responsive, and mission-aligned experience for prospective families



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## International Program Operation and Coordination

- Serve as the school's **Designated School Official (DSO/PDSO)**, maintaining SEVIS records and ensuring compliance with Department of Homeland Security and SEVP regulations.
- Cultivate, manage, and expand relationships and partnership agreements with international agents, consultants, and host family placement agencies
- Create, execute, and evaluate a comprehensive international recruitment strategy that leverages data insights, stays current with evolving search behaviors, and provides dedicated recruitment events for international families
- Review international applications and credentials, including English language proficiency testing and supporting documentation
- Partner with the International Student Advisor to coordinate onboarding, orientation, and ongoing support for international students, natural parents, and host families on international student retention, transition, wellness, and academic success
- Maintain and update the International Student and Parent Handbook to ensure compliance with all regulatory and accreditation requirements while managing documentation and reporting related to F-1 student status, including alignment of policies related to attendance, travel, billing, health, and compliance

## Marketing and Communications

- Collaborate on the development of marketing materials, including print and digital content (viewbooks, brochures, social media, welcome packets, website)
- Contribute to a strategic, data-informed marketing and communication plan
- Manage communication workflows, including CRM campaigns and applicant communications
- Represent KO at local, regional, and international recruitment events
- Bring a go-to-market mindset and strategy to all initiatives, identifying channels, audiences, and stories that most effectively communicate KO's mission and value to prospective families.

## Qualifications

- Bachelor's degree required
- Experience in admissions, enrollment, or international student programs preferred
- Experience with SEVIS and DSO responsibilities strongly preferred
- Demonstrated ability to build relationships with students, families, and colleagues
- Strong organizational, communication, and project management skills
- Ability to manage multiple priorities in a fast-paced, collaborative environment
- Commitment to diversity, equity, inclusion, and belonging

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.



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- **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 and growth mindset.
- Experience and comfort with Mandarin, WeChat, Ravenna, Blackbaud, Clarity, and/or emerging technologies such as generative AI preferred but not required.

## 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 **March 27, 2026**.

## 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.