



**KINGSWOOD  
OXFORD**

## **Assistant Athletic Director**

### **Position Summary**

*Anticipated start date - July 1, 2026*

The Assistant Athletic Director serves as a key organizational and strategic leader within the Kingswood Oxford Athletic Department. This position oversees strategic planning and initiatives within the athletic department to include, athletic scheduling, recruiting systems, admissions collaboration, student retention initiatives, and athletic engagement opportunities that support the overall mission of Kingswood Oxford School.

The Assistant Athletic Director works closely with Athletics, Admissions, Student Life, coaches, and families to support enrollment, retention, student experience, and departmental organization.

The Assistant Athletic Director reports directly to the Director of Athletics. This is a 12 month, exempt position. The salary range for this position is \$65,000-\$85,000.

### **Primary Responsibilities**

#### **Athletic Scheduling & Seasonal Planning**

- Build and manage seasonal athletic schedules for all teams and levels
- Coordinate scheduling with coaches, leagues, officials, and opposing schools
- Assist with tournament and special event scheduling
- Collaborate with the Athletic Operations Coordinator and facilities staff regarding space usage and scheduling needs
- Maintain organized long-term scheduling systems and planning calendars

#### **Admissions & Athletic Recruiting Coordination**

- Maintain and manage recruiting boards for athletic programs
- Coordinate communication and tracking of prospective student-athletes
- Organize recruiting visits, shadow days, and athletic admissions touchpoints
- Collaborate closely with the Admissions Office regarding enrollment strategy and prospective families
- Support coaches through organization of recruiting systems and communication workflows

#### **Student Retention & Engagement**

- Develop and implement retention initiatives through athletics and co-curricular involvement
- Coordinate targeted retention efforts for middle and upper school students
- Support student belonging, engagement, and transition through athletics

- Coordinate and support the athletic portion of the Wyvern Rising program, including student engagement, coach involvement, and athletic programming opportunities

### **Media Days & Athletic Visibility**

- Coordinate seasonal athletic media days
- Support athletic visibility efforts connected to admissions and enrollment
- Assist in organizing athletic storytelling and promotional materials connected to student experience and school culture

### **Coaching Responsibilities**

- A minimum of one season of head coaching a Varsity sport and up to two additional sub-Varsity coaching seasons
  - Preferably experience head coaching Varsity Field Hockey, Varsity Ice Hockey, or Varsity Lacrosse

### **Requirements**

- A minimum of five years of Varsity Coaching at the preparatory level or higher required
- A minimum of five years experience working within an Admissions Department required
- Experience with varsity level recruitment
- Proficient in Google Office/Microsoft Office
- Able to learn computer software programs such as BlackBaud, FileMaker, CMMS, and others as needed
- Self-motivated, organized and work independently
- Excellent written and oral communication skills
- Interact pleasantly and confidently with faculty, staff, coaches, volunteers, parents, students and vendors.
- Flexible and be able to handle a fast paced environment that requires activity away from the desk

Please submit a cover letter, resume and letters of recommendation to [jobopenings@kingswoodoxford.org](mailto:jobopenings@kingswoodoxford.org)