



**KINGSWOOD
OXFORD**

International Student Advisor (ISA) - Position Description

Kingswood Oxford School seeks an International Student Advisor (ISA) to join its DEIB and Wellness Teams. Reporting to the Dean of Students and to the Director of DEIB, the ISA is charged with supporting KO's international student population, typically 22-26 students in the Upper School (grades 9-12), with occasional enrollments in the Middle School. The ISA works in close collaboration with international students, their families, school administrators, faculty, and staff to help international students adjust and thrive at KO, as international students face unique challenges in their academic, social, and cultural adjustment. KO is committed to supporting these students while also maintaining a balanced and inclusive school community that aligns with KO's mission and values. The successful candidate will be passionate about working with young people and will embrace our school's mission to "*inspire students to excel and lead lives of integrity by nourishing their talents in a community of teachers, friends, and families.*"

Key Responsibilities

Student Support & Advocacy

- *Ongoing Check-ins*: Conduct bi-monthly, one-on-one check-ins with international students to provide support for academic challenges, social integration, and emotional well-being, with additional meetings scheduled as needed. The advisor's primary responsibility is to ensure students' success within the framework of KO's academic and community expectations so additional student support early in the school year will be required.
- *Advocacy for KO's Mission*: Serve as an advocate for international students within the school, ensuring that their needs and concerns are addressed in alignment with KO's academic, social, and cultural goals. The ISA prioritizes each international student's success within the school environment.
- *Cultural and Social Integration*: Help international students navigate and adjust to life at KO, focusing on their ability to integrate into both the academic setting and the broader school culture.
- *Collaboration with Faculty & Staff*: Work closely with teachers, academic advisors, and administrators to ensure that the needs of international students are met in the classroom, both academically and socially. Provide guidance to faculty on how to support international students, always with the goal of maintaining the academic integrity and expectations of the school.

Coordination & Communication

- *Family Communication*: Communicate regularly with international students' families to keep them informed of their child's progress. Ensure that families are aware of school priorities and practices, maintaining a professional and clear boundary between family requests and the school's responsibilities.

- *Agency Relations*: Serve as the primary student support contact between KO and the international student success coordinator at each agency who is responsible for partnering with the school upon the students' enrollment. Work collaboratively with the student success representative at each agency, with a focus on ensuring that students' needs align with KO's priorities and policies. Ensure that communication with agencies is conducted in a way that respects the role of the school and its autonomy in decision-making. Coordinate the NEASC and CSIET required monthly meetings with students and agencies. These meetings will align with students' free periods and other essential logistics per school and accreditation requirements.

- *Regular Updates & Reporting*: Provide updates to the Dean of Students, International Program Coordinator, and Director of DEIB on student progress, any challenges, and the overall effectiveness of the international student program. This ensures alignment with KO's institutional goals and keeps leadership informed.

Orientation & Transition Support

- *New International Student Orientation*: Organize and oversee an annual orientation in August for new international students, in collaboration with the Dean of Students, the International Program Coordinator, and the Director of DEIB. The orientation should align with KO's expectations and help students integrate effectively into the school. It should focus on academic expectations, academic integrity, community involvement, and social acclimation to the KO environment. All policies regarding dress code, co-curriculars, and attendance will be reviewed. This orientation and its components is required for the Department of Homeland Security and the SEVP program.

- *Ongoing Transition Support*: Develop programs and systems to help international students transition into and out of the school year, offering support for mid-year arrivals and ensuring that their needs are met in ways that support the broader goals of the school.

Programming & Community Integration

- *International Student Events*: Collaborate with the Director of DEIB and the Dean of Students to plan and execute at least three international student events per semester. These events should promote cross-cultural understanding and integration, ensuring that international students feel welcomed and valued within the larger KO community.

- *Academic and Extracurricular Guidance:* Provide support in conjunction with students' academic advisors and college counselors to international students in managing their coursework, co-curricular commitments, and college preparation, with an emphasis on helping students understand and meet the academic expectations of the school. This includes advising on AP classes, college counseling, and the afternoon and weekend co-curricular program at KO.

Administrative & Compliance Responsibilities

- *Record Keeping & Reporting:* Maintain accurate and up-to-date records of all student interactions, communications with families, and relevant documentation. Ensure compliance with all school policies and procedures, and report on student progress as required to the Dean of Students and other relevant members of the administration. Adhere to Student and Exchange Visitor Program (SEVP) compliance guidelines, ensuring that all records for international students are properly maintained. Serve as a Designated School Official (DSO), completing necessary training and fulfilling all responsibilities related to the DSO role. Ensure timely and accurate reporting via Blackbaud for student progress and other required school data. Submit grades and report cards each quarter to relevant agencies in compliance with school standards. Maintain home, host, and in-country details for international students, ensuring all documentation is up to date and accurate.

- *Agency & Compliance Reports:* Ensure that the school meets all regulatory requirements (e.g., NEASC, CSIET, SEVP) and maintain clear, accurate records for reporting purposes. Submit required compliance reports to the appropriate agencies in a timely manner.

- *Policy Implementation:* Adhere to and implement school policies and expectations regarding international student support, ensuring that these policies align with the school's values, priorities, and community standards. This includes ensuring all actions and decisions are in accordance with SEVP and DSO guidelines as they relate to international students.

Qualifications & Skills

- *Experience:* Significant experience working with international students in a secondary school or similar educational setting, with a strong understanding of the challenges international students face in American schools. Finds joy in working with high school students.

- *Data Management:* Proficient in Blackbaud, Google Workspace, and Student Exchange and Visitor Information System (SEVIS). Familiar with regulations and compliance requirements for international students, including F-1 and M-1 visa guidelines.

- *Strong Communication Skills:* Excellent interpersonal and communication skills, with the ability to work effectively with students, faculty, families, and external agencies. Ability to maintain professional boundaries with families and focus on how this population of students is integrated into the school community.

- *Cultural Sensitivity*: A deep understanding of cultural differences and the ability to support students from diverse backgrounds while ensuring they succeed within the context of KO's academic and social environment.

- *Problem-Solving, Collegiality, & Collaboration*: Strong problem-solving skills and the ability to work collegially and collaboratively with faculty, administrators, and other stakeholders to meet the needs of international students.

- *Flexibility & Empathy*: Ability to balance empathy for students with a focus on school policies and expectations. Flexibility to respond to evolving needs while maintaining a student-centered approach that aligns with KO's goals.

Part-Time: 20 Hours/Week (Average) with occasional weekend and/or evening responsibilities.

Note: While this is a 10 month position, some summer work to prepare for the August orientation will be necessary.

Languages: Fluency in Mandarin is desired but not required

Located in West Hartford, Connecticut, [Kingswood Oxford](https://www.kingswoodoxford.org/) is a coeducational, independent day school for motivated students in grades 6-12. KO actively seeks to attract and welcome a diverse population of students, faculty, and staff, including differences in race, color, religion, nationality or ethnic origin, gender expression, gender identity, and sexual orientation. At KO, we believe that a diversity of ideas and perspectives enriches our community and improves our understanding. We continually work to increase equity and access within our learning community and seek candidates who are similarly committed to this work. If you would like to join us in this work, we welcome your application.

More information can be found at <https://www.kingswoodoxford.org/>

To apply, please send a cover letter, resume, and contact information for three references to jobopenings@kingswoodoxford.org.

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.