



Opportunity Statement

Admission Counselor

Immediate Hire

**Connecting a
mission-driven
school with students
who will thrive.**



ABOUT THE SCHOOL

Oxbridge Academy is a premier, independent, co-educational college-preparatory school located on a beautiful 54-acre campus in West Palm Beach. Founded in 2011 by philanthropist William I. Koch, Oxbridge Academy provides an outstanding education empowering students in grades 6-12 to Lead with Kindness and Act with Courage. Offering a dynamic curriculum, enriching environment, and expert faculty, Oxbridge Academy applies an interdisciplinary academic approach while fostering the development of extraordinary leaders, thinkers, problem-solvers, and world-changers. With a vision to change the paradigm for middle and high school students, Oxbridge Academy values the autonomy and individuality of teachers. Working within the guidelines of their department, teachers are given significant freedom to develop their curriculum, class policies, and instructional practices.

Oxbridge offers a world-class education, an enriching culture, and experiential learning opportunities within an inclusive community. Signature Programs like the Free Enterprise Institute, Aviation, Artificial Intelligence, Cambridge Scholars, and Independent Research & Study ignite students' inner passions, strengthen individual skills, and stimulate creative thinking, uniquely preparing them for college and beyond.



JOB SUMMARY

Oxbridge Academy is seeking a customer-service and detail-oriented, adaptable, and kind-hearted Admission Counselor to join the admission team and help the school achieve its enrollment goals. This is a full-time, 12-month position that reports to the Director of Admission. The Admission Counselor, in collaboration with the Admission Team, is responsible for the recruitment, selection, admission, and onboarding of new students to the school, and ensures a smooth process from inquiry through enrollment. The Admission Counselor will represent the school at various recruiting events, effectively communicate the value of an Oxbridge education, plan and execute various admission events, manage the application process for a group of applicants, evaluate and make admission decisions as part of the Admission Committee, yield students, and assist newly enrolled students with the transition to Oxbridge.

Salary will be commensurate with experience. Oxbridge Academy offers competitive salaries and a variety of employee benefits:

- Medical/Dental/Vision
- Life Insurance and AD&D
- Short Term and Long Term Disability
- 403 B Retirement Savings Plan
- Paid Holidays
- Use of Fitness Center

Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook and other school policies of Oxbridge Academy, ensuring the adherence of these policies in performance, action and self-conduct.

TASKS/ESSENTIAL FUNCTIONS

- Represent the school at various recruitment events; speak publicly to individuals and groups both on and off campus about the value of an Oxbridge education, the experience, and the admission and financial aid process.
- Provide outstanding customer service to prospective and current families, in person, on the telephone, and via digital communication throughout the entire application process, from inquiry through enrollment.
- Counsel prospective students and families through the admission process using our admission management system and portal.
- Be able to lead a campus tour for prospective students and families.
- Conduct individual interviews with prospective students.
- Plan and execute various recruitment and admission programs, including campus visits, information sessions, shadow visits, and new family welcome events.
- Manage scheduling of campus tours and shadow days.
- Assist with the parent and student ambassador program, including recruiting, selecting, and training parent and student tour guides.
- Evaluate applicant files and make admission decisions as part of an Admission Committee.

- Assist in developing content for both print and digital marketing communications to advance the school.



EDUCATION AND EXPERIENCE

- Bachelor's degree from a four-year college or university required.
- 3+ years' experience in a school or non-profit environment required.
- Experience working with diverse communities required.
- Admission, education counseling, recruiting, and/or marketing experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Exhibits a personality that demonstrates interpersonal skills to relate well with students, staff, administration and parents.
- Effectively support and advocate for diverse populations.
- Ability to maintain confidentiality and adhere to all federal and state laws regarding student and family information.
- Strong attention to detail.
- Effectively present admission and financial aid information to both small and large groups.
- Ability to multitask and prioritize work, take direction, but also contribute ideas to the overall enrollment strategy and execution.
- Proficient with Microsoft Office Suite programs and web-based software.
- Possess the ability to learn student information systems, databases and new technologies quickly.



HOW TO APPLY

Oxbridge Academy has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Human Resources Manager, Elizabeth Fox), a resume, and a list of at least three professional references consolidated as a single PDF document to Ashlyn Chillemi, Senior Recruiter, at ashlyn@dovetailedsourcing.com. *Please do not contact the school directly.*

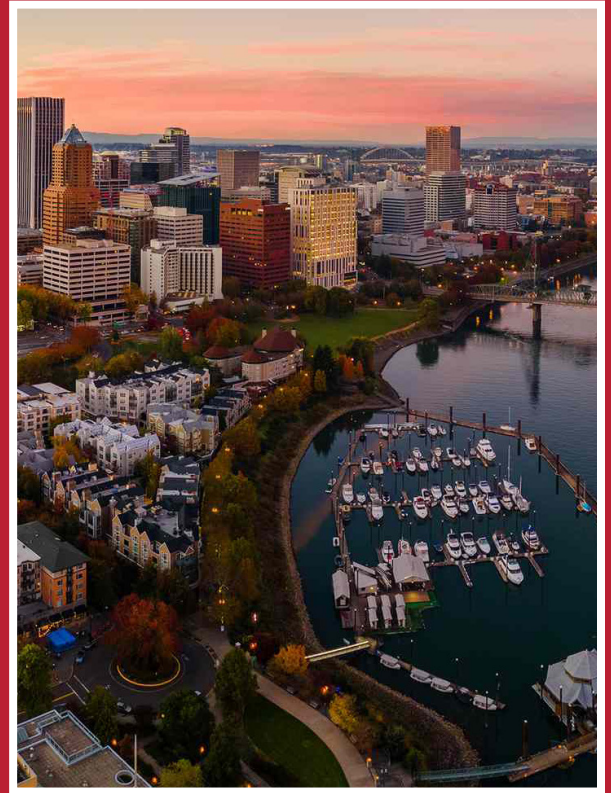
Oxbridge Academy is a non-profit, independent grade 6-12 school in West Palm Beach, Florida. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law.



**3151 N Military Trl,
West Palm Beach, FL 33409**

West Palm Beach, Florida

Located on Florida's southeastern coast, West Palm Beach is a vibrant city known for sunny weather, waterfront views, and a lively cultural scene. It offers a dynamic mix of business opportunities, great dining, upscale shopping, and abundant outdoor recreation. With a strong economy, excellent quality of life, and a diverse community, it's an ideal place to grow your career while enjoying a relaxed coastal lifestyle. From Clematis Street to The Square and the beauty of Palm Beach, the city truly has something for everyone.



Highlights

Visit CityPlace: This lively shopping, dining, and entertainment district in the heart of downtown West Palm Beach features beautiful architecture, public art installations, and a mix of high-end boutiques, restaurants, and live events.

Explore Clematis Street: Known as the city's historic and cultural hub, Clematis Street offers a vibrant nightlife scene, trendy bars, local restaurants, and weekly events like Clematis by Night, featuring live music and food vendors.

Relax at Palm Beach: Just across the bridge, the upscale island of Palm Beach boasts pristine beaches, luxurious resorts, and the iconic Worth Avenue, a high-end shopping district lined with designer boutiques and charming cafés.

Discover the Norton Museum of Art: Home to an impressive collection of American, European, and Chinese art, this museum is a must-visit for art enthusiasts. It also features stunning outdoor sculpture gardens and rotating exhibitions.

Experience the Palm Beach Zoo & Conservation Society: A family-friendly attraction with over 500 animals, interactive exhibits, and beautiful tropical landscapes, this zoo is perfect for a fun and educational outing.