



**Boston University Academy
Admission Office Internship
School Year: 2019-2020**

The role of the Admission Intern is to support the Director of Admission and Assistant Director of Admission in overseeing the school's campus visit program as well as to coordinate the Admission Office's outreach efforts to expand its inquiry and applicant pool. This position includes responsibilities that will require independent judgment including helping the admission team at outreach and recruitment events, managing student volunteers, and organizing special events.

Responsibilities include data entry, preparing mailings, prepping materials for events, follow-up phone work, stocking the admissions lounge with applications and school literature, managing the incoming mail and filing, managing incoming phone calls, scheduling campus visits, and other duties assigned by the Director of Admission. This role also requires some night and weekend event staffing.

The Admission Intern has significant contact with visitors, guests, and prospective families. The ideal candidate will be professional and maintain confidentiality in all interactions.

This is a part-time seasonal position from September through April and will pay a stipend of \$16,000 for the year.

If interested, please email Nastaran Hakimi, Director of Admission, with your resume at nrhakimi@bu.edu.

Boston University Academy (BUA) is an academically rigorous independent day school located on the Boston University campus. BUA is the only high school in New England that is part of a major research university, offering a distinctive curriculum to students in grades nine through twelve. BUA provides students with an unparalleled college preparatory program that combines liberal arts coursework with classes at Boston University. In eleventh and twelfth grade, students regularly complete up to 12 courses (equivalent to approximately 48 college credits) from the University's undergraduate curriculum. BUA students in good academic and disciplinary standing gain automatic admission to Boston University. The school's 186 students come from 62 cities and towns in the Greater Boston area.