

## Assistant Director of Admission (9-month Leave Replacement)

Boston University Academy is seeking an Assistant Director of Admission from August 2026 to April 2027 for a nine-month leave replacement. The Assistant Director reports to the Assistant Head for Enrollment Management and Institutional Advancement. Responsibilities include representing BUA at outreach and recruitment events; managing virtual information sessions and Zoom interviews (some evenings required); interviewing prospective students; evaluating applications and serving as a member of the Admission Committee; supporting student volunteers; communicating with prospective families; and providing significant administrative support. The Assistant Director is also a member of Boston University Academy's Institutional Advancement team.

Additional responsibilities may include mentoring student clubs and chaperoning. The role includes significant independent decision making, collaboration with colleagues, and night and weekend commitments.

The ideal candidate will have some experience in independent school admissions and a bachelor's degree or higher. For all positions, we look for candidates who enjoy working with colleagues in a collaborative environment, who are flexible and creative, who will fully engage in the life of the school, and who are committed to fostering an inclusive and equitable community.

As the only high school in New England that is part of a major research university, Boston University Academy (BUA) offers students who love learning both a traditional, caring independent school experience and access to a broad range of university courses. In the eleventh and twelfth grades, students follow their passions by regularly completing up to twelve courses from Boston University's undergraduate curriculum. The school's 225 students are curious, capable, and kind. They come from 50 cities and towns in the Greater Boston area. 54% of students identify as students of color. 27% of students are on financial aid — a reflection of BUA's commitment to equity and access.

The salary range for this 9-month position is \$41,250 - \$56,250, depending on experience. Boston University's generous benefits package includes health, dental, life insurance, and paid time off. Full-time employees are also eligible for tuition remission for graduate work at Boston University, and remission extends to dependents as well. For more details on benefits, please refer to the Boston University benefits page [here](#).

To apply, please send a cover letter, resume, and a list of three references (if available) to the attention of Nastaran Hakimi, Assistant Head for Enrollment Management and Institutional Advancement, at [buacareers@bu.edu](mailto:buacareers@bu.edu).