

## **Co-Director or Associate Director of College Counseling**

Boston University Academy (BUA) is seeking an experienced college counseling professional to join the school as either a Co-Director of College Counseling or Associate Director of College Counseling, depending on the candidate's experience. The position would begin in the summer of 2026.

The Co-Director would be part of a three-person team -- two Co-Directors and an Office Manager -- typically serving a graduating class of between 50 and 65 students. The Co-Director is a senior leader and strategic partner to the Head of School, with shared responsibility for overseeing all aspects of college counseling at BU Academy. In addition to the core college counseling duties, the College Counseling Office plays a key role in academic advising and course registration as well as overseeing standardized testing. The college counseling program features dedicated weekly college counseling seminar sessions for 11th and 12th graders. Due to BUA's unique secondary-university relationship, BUA seniors who meet certain minimum criteria are guaranteed admission to Boston University. The Co-Director serves as a faculty advisor to a group of 11th and 12th graders, conducts admission interviews, engages in committee work, mentors clubs, and assists with chaperone duties. The Co-Director reports to the Head of School.

Ideal candidates for the Co-Director position will have the following qualifications:

- Bachelor's degree; master's preferred
- At least eight years experience working in secondary-school college counseling and/or in a college or university admissions office, with a preference for candidates who have worked in both capacities
- A passion for working with high school students
- Deep knowledge of the college landscape and trends
- Strong leadership
- Flexibility and a collaborative spirit
- Strong written and verbal communication skills
- Exceptional interpersonal skills

The Associate Director position is designed as an alternative for candidates with less than the eight years of experience suggested for the Co-Director position and/or candidates who have not had experience in both secondary-school college counseling and university admissions. The Associate Director would fill many of the same core college-counseling and schoolwide functions as the Co-Director. The Associate Director would report to the Director, who, along with the Office Manager, would make up a three-person team. The counseling would be divided equally between the Director and Associate Director.

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 45 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.

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 courses at Boston University, and the remission benefit extends to dependents as well. For more details on benefits, please refer to the Boston University benefits page at <https://www.bu.edu/hr/employee-resources/benefits/>. The salary range is \$75,000-\$150,000, depending on experience and the specific job title.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are a VEVRAA Federal Contractor.

Interested candidates are asked to send a resume, list of references (if available), and cover letter addressed to Mr. Chris Kolovos, Head of School at [buacareers@bu.edu](mailto:buacareers@bu.edu).