



Job Description
Middlesex School
Assistant/Associate Director of Admissions

Middlesex School, in Concord, MA, will hire a permanent full-time Assistant/Associate Director Admissions for the 2021-22 academic year. Middlesex is a gender inclusive, college-preparatory, boarding secondary school of 410 young people from all over the United States and world. We are characterized by a close and humane community, an unusually dedicated faculty, and very talented students. Middlesex seeks out and celebrates students from diverse backgrounds; more than 30% of students receive financial aid, more than 10% are international, and more than 30% are students of color.

Reporting to the Dean of Admissions and Financial Aid, the Assistant or Associate Director of Admissions must be highly collaborative and possess strong communication, analytical, technical, and organizational skills. The job includes significant interviewing, travel, and applicant assessment as part of the Admissions Committee, and other projects as assigned. In addition to primary admissions duties, the position will include coaching responsibilities and evening/weekend supervisory duties. A willingness to participate with enthusiasm in all aspects of a residential community is essential.

The typical admission officer interviews approximately 160-180 applicants a year; travels in and out of state for roughly three weeks; reads 400 applications a year; and manages or assists with a variety of office projects and tasks. Saturdays are required when school is in session, and there are occasional required Admission Office or School evening events.

Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience. Middlesex School is committed to cultivating and sustaining a community that embraces difference and welcomes candidates who will add to the diversity of our community. To pursue this position, please submit materials as follows to careers@mxschool.edu: please write Admissions in the subject line and attach as a single pdf a cover letter expressing qualifications for the position and interest in Middlesex School; a current resume; and three professional letters of reference. For candidates with less than five years of work experience, please include a transcript. Materials will be accepted until the position is filled. Middlesex School is an Equal Opportunity Employer.