



**Position Announcement
Middlesex School
Admissions Officer/Assistant Director of Admissions**

Middlesex School, in Concord, MA, will hire a permanent full-time Admissions Officer/Assistant Director of Admissions for the 2022-23 academic year. Middlesex is a gender inclusive, college-preparatory, boarding secondary school of 410 young people from all over the United States and world. Committed to creating knowledgeable, capable, responsible, and moral citizens of the world, 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 Admissions Officer/Assistant 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. Experience with social media and marketing is desirable. 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.

Faculty members at Middlesex are responsible for evening/weekend supervisory duties. A willingness to participate with enthusiasm in all aspects of a residential secondary school community is essential. Please note that the academic week at Middlesex includes half-days on Wednesdays and Saturdays.

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.