



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

Middlesex School seeks a permanent full-time Assistant/Associate Director Admissions for the 2023-24 academic year. 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 position includes significant interviewing, travel, and applicant assessment as part of the Admissions Committee, and other projects as assigned.

The typical admission officer performs the following duties: interviews approximately 160-180 applicants a year; travels in and out of state for roughly three weeks; reads 400 completed applications a year; and manages or assists with a variety of office tasks and projects. Saturdays are required when school is in session, and there are occasional required Admission Office or School evening events. Depending on individual strengths and interests, there may be the opportunity to contribute to marketing or financial aid work as well.

As a residential school, Middlesex considers the work of faculty more broadly. When we are at our best, we are engaging with our students both in and out of the classroom. Applicants should be deeply committed to embracing and supporting the diversity of our student body and the full student experience. Faculty members at Middlesex can expect to be responsible for weekly evening/weekend supervisory duties and will be responsible for contributing to the life of the school through athletics and extracurricular activities. Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience.

Middlesex School is an Equal Opportunity Employer committed to an inclusive school experience for all. 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 references. Materials will be accepted until the position is filled.