Independent School Admission Intern  
Fall 2014-Spring 2015

Brief Description/Job Title: Admission Intern at Boston University Academy (BU’s private high school)

Eligibility Requirements: Candidates should possess a desire to learn more about the independent school admission process. This position requires strong attention to detail, the ability to work with a small team and an eagerness to jump right into a fast-paced environment.

Primary Responsibilities: The Admission Intern will work closely with the Director of Admission and the Admission Associate and be responsible for administrative duties, as well as event planning and project-based work (including open houses and admitted student receptions).

Weekly Time Commitment: 20-30 hours/week (flexible according to class schedule.) Note: Applicants must be willing to arrive at the Academy by 7:45am, 4 days a week, to assist with our morning visitors.

Stipend: $2,500

Boston University Academy is as small, independent, co-educational day high school located on the Boston University campus. The mission of Boston University Academy is to educate talented students who are passionate about learning and who share the joy of inquiry. Engaging with dedicated teachers in a small and caring community, students first immerse themselves in a classically based core curriculum and then continue their intellectual interests at Boston University, a major research institution. Learn more about the Academy at www.buacademy.org.

All resumes and letters of interest can be sent to Nastaran Hakimi (Admission Associate) at nastaran_hakimi@buacademy.org