

SR. ASSISTANT DIRECTOR, Enrollment, Undergraduate Admissions

[Tracking Code: 8775](#)

About the Role

College Advising Corps-Boston University (CAC-BU) seeks a Senior Assistant Director. The Senior Assistant Director is responsible for directing and implementing key functions and initiatives of College Advising Corps-Boston University (CAC-BU). The Senior Assistant Director is responsible for managing and supervising a cohort of near-peer college advisers, as well as fostering and maintaining strong relationships with high school partners where advisers are placed. The Senior Assistant Director also develops, manages and implements programmatic initiatives critical to the CAC-BU model, with specific emphasis on adviser recruitment. In collaboration with the Director, the Senior Assistant Director will establish and implement CAC-BU policies, develop innovative programs and initiatives, and set direction and priorities for each program year to further the attainment of CAC-BUs program goals and the success of the organization. Travelling to local high schools and conferences will be expected, and will be consistent with all Boston University public health recommendations and protocols.

The Senior Assistant Director works closely with high school partners to ensure the success of the College Advisers. This role also works with employer partners, especially with campus career centers, during adviser recruitment. This role manages and supervises 14 near-peer college advisers.

The Senior Assistant Director's primary duties include:

- Managing a cohort of college advisers;
- Maintaining relationships with high school partners;
- Leading adviser recruitment, and;
- Contributing to CAC-BU policies, programs, and initiatives.

About the Organization

Boston University's College Advising Corps (CAC) is part of the Enrollment & Student Administration (ENSA) Unit. CAC plays a critical role in ENSA's unit by supporting our local communities with access to college. CAC seeks to increase the number of low-income, first generation, and underrepresented students. To achieve this goal, CAC places well-trained recent college graduates into underserved high schools to serve as near-peer AmeriCorps college advisers.

Across the 11 departments of ENSA, we are dedicated to ensuring that our policies, practices, and services meet the needs of an increasingly diverse University community of students, families, faculty, staff, and alumni. We do so through a lens of respect, and a commitment to encouraging the personal success and productivity of all employees. To read more about Boston University and our commitment to diversity and inclusion, please visit <https://www.bu.edu/diversity/about/diversity-statement/>

About the Candidate

A Bachelor's degree is required for this position. Ideally, we are seeking a candidate who:

- Has five or more years of relevant professional experience;
- Is passionate about college access and CAC-BU's mission;
- Demonstrates commitment to anti-racism;
- Possesses knowledge and experience working with underrepresented youth on college access or persistence topics;
- Exhibits interest in and demonstrated ability to supervise, engage, support, educate, and empower young professionals;

- Has excellent organizational and prioritization skills;
- Is attentive to detail;
- Illustrates strong diplomatic problem-solving and collaboration skills;
- Shows strong oral and written communication, including presentation skills and;
- Is committed to continual learning and development.

A master's degree is preferred, but not required.

NOTE: *In order to be considered for this position, a cover letter must be included in your application materials.*

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.

Job Location: BOSTON, Massachusetts, United States

Position Type: Full-Time/Regular

Salary Grade: Grade 48