

JOB DESCRIPTION ASSOCIATE DIRECTOR OF ADMISSION

OUR SCHOOL

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 200 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, find and use their distinctive voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds. Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

POSITION SUMMARY

This full-time, exempt administrative faculty position reports to the Director of Admission and is responsible for participating in all aspects of the recruitment and admission process. This position will lead all in-person and virtual admission events, including open houses, information sessions, and revisit days. Campus housing may or may not be available.

POSITION RESPONSIBILITIES

- Responsible for participating in all aspects of the recruitment and admission process
- Lead in-person and virtual admission events, including open houses, information sessions, and revisit days
- Conduct prospective student and family interviews
- Serve as a prospective family's primary point of contact; Cultivate a relationship with them
- Evaluate applicants' folders; Serve on admission committees
- Travel domestically and internationally, as assigned
- Write news stories or blog posts
- Residential life and weekend duties, as assigned
- Serve as an advisor to current students
- Participate in one season of the Afternoon Program
- Other duties, as assigned

QUALIFICATIONS

Bachelor's degree required; 3-5 years of experience working in an independent school or university admission office required; experience in coaching and/or playing interscholastic athletics preferred; knowledge of independent and/or boarding school life preferred.

Must be a self-starter and work independently; must have strong organizational skills with a high attention to detail; must possess the ability to make decisions when ambiguity exists; must have excellent verbal and written communication skills; must be able to interact professionally and work collaboratively and collegially in a group setting; must be committed to working in a diverse community; must enjoy working with young people

in a boarding school environment; must have a valid driver's license, and current passport, and successfully complete a CORI/fingerprinting check.

SALARY RANGE

\$65,000 - \$80,000 annually. Please note that the quoted salary range is not a guarantee of what the final salary offer might be. Variables include years of work experience, industry-specific experience, education level, etc.

SUPERVISION RECEIVED

This position reports to the Director of Admission.

SUPERVISION OF OTHERS

This position has no direct reports.

PHYSICAL DEMANDS

To perform essential functions of the job, the following applies:

- Is capable of standing, bending, walking, and climbing stairs.
- Able to perform multiple tasks.
- Must be able to lift at least 50 lbs.

WORK ENVIRONMENT

- Work is performed outdoors and indoors in all-weather situations.
- The successful candidate will be flexible, enthusiastic, hardworking, and responsible, and will enjoy a very busy work environment in which they will meet many people on a daily basis.
- The Governor's Academy is a non-smoking campus.

To apply to the Associate Director of Admission position, please [click here](#).

STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Academy are based on merit, qualifications, and skills.

The Academy is committed to a policy of non-discrimination for all employees and qualified applicants and strives to promote equity in all areas of employment. The Academy is committed to ensuring that employment decisions are made without regard to race (including traits historically associated with race, such as protective hairstyles), color, sex, pregnancy, childbirth or related medical conditions, age, religion, national origin, ancestry, sexual orientation, gender identity, physical or mental disability, veteran status, military service, application for military service, genetic information, or any other characteristic protected by applicable law

("Protected Characteristics"). The Academy will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

This commitment is evident in all aspects of our employment practices and policies, including recruiting, hiring, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training. Any employees or qualified applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Retaliation against an individual for making a good-faith report of discrimination is unlawful and is strictly prohibited by the Academy. Anyone found to be engaging in any type of unlawful discrimination or retaliation in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

June 2026