

Assistant to the Head

On Campus • Room + Board Provided

EXPLO Middle School at Wellesley College

Wellesley, MA

Dates (in person): June 21, 2027 - July 25, 2027

We are seeking enthusiastic, creative people who enjoy working as a team and are excited to help ignite our middle school students' curiosity and create an inclusive, safe, and joyful campus community.

About EXPLO Middle School

EXPLO Middle School is the leading enrichment program for middle schoolers, inspiring students ages 12 to 14 (currently in grades 6-8) since 1977. Our four-week summer program runs as two 2-week sessions at Wellesley College, just outside Boston, with day and residential options. In EXPLO 360°, students design their own program from dozens of hands-on workshops and electives. In our Focus programs, Veterinary Science and Medical Rotations, they dig deep into one field. Instructors spark curiosity and bring classes to life. Advisors build belonging, running the activities, events, and trips that turn a campus into a community. They are supported by experienced academic, student life, and operations leaders who provide coaching, feedback, and guidance throughout the summer.

The Opportunity

The Assistant to the Head reports directly to the Head of Program and helps keep the entire program running smoothly. This is a wide-ranging role for someone who thrives on variety: no two days look the same, and much of the work cannot be predicted in advance.

Working across the program's four offices (the Office of Student Life, the Office of Teaching and Learning, the Main Office, and the Programming Office), the Assistant to the Head steps in wherever support is needed most. On a given day, that might mean substituting in a class when an Instructor is ill, making sure the daily schedule is followed across campus, helping an office through a busy stretch, or solving an unexpected problem before it grows.

The Assistant to the Head also directs and supervises staff as needed, giving clear guidance and feedback so that work gets done well. We look for someone who is responsible, adaptable, and calm under pressure, who notices what needs to be done and steps up without being asked.

Assistant to the Head Responsibilities

- Support the Head in the day-to-day leadership of the program, taking on projects and tasks as they arise.
- Provide flexible support to the Office of Student Life, the Office of Teaching and Learning, the Main Office, and the Programming Office, stepping in where help is needed most.
- Substitute in classes when an Instructor is ill or unavailable, following existing lesson plans to keep the student experience consistent.
- Monitor the overall program schedule and ensure that it is followed, addressing gaps, conflicts, and delays as they come up.
- Anticipate and solve unexpected problems, bringing a proactive, solutions-oriented approach to challenges.
- Direct and supervise staff as assigned, setting clear expectations and providing regular guidance and feedback.
- Communicate clearly with the Head and across offices, sharing information so that issues reach the right people quickly.
- Collaborate with Deans, Directors, and Managers in other offices as a member of the program's leadership team.
- Live on campus and support operational and programmatic tasks, as needed, that are necessary to the success of the program.

About You

- You have earned, at minimum, a bachelor's degree, or have the equivalent post-secondary school experience, by the start of the Program.
- You are adaptable and comfortable with ambiguity, and you enjoy work that changes from day to day.
- You are responsible, organized, and able to manage several priorities at once.
- You are comfortable leading a classroom of middle school students on short notice.
- You give clear direction and feedback to others, and you welcome feedback on your own work.
- Preference will be given to candidates with experience teaching, supervising staff, or working in a school or summer program.
- You are able to live and work on campus for the duration of the program.
- You are authorized to work in the United States, and/or have the ability to obtain authorization by the start of the program.

Dates, Compensation + Benefits

- This is a 5-week seasonal position. A multi-day, on-campus, in-person training and orientation will start on Monday, June 21, 2027.
- Ahead of the summer, the Assistant to the Head completes required remote training, which includes a combination of individual sessions and team meetings. Individual sessions are scheduled flexibly; team meetings are scheduled at set times based on group availability.
- The Assistant to the Head receives one-on-one professional development tailored to their needs, focused on building skills in leading, coaching, and supervising staff.
- Compensation for this role is \$5,000, based on relevant training and experience.
- Room and board are provided for the duration of the Program.

Physical Requirements and Work Environment

- This position will require staff members to occasionally assist with a variety of physical tasks, including carrying signage and supplies, event set-up and tear-down, and standing or walking for prolonged periods of time during events; responsibilities before students arrive will include setting up both indoor and outdoor spaces.
- The Wellesley College campus is large and spread out, and we will be using spaces throughout the campus. Because of this, days will include significant amounts of walking.

EXPLO will make reasonable accommodations under the Americans with Disabilities Act that would enable employees to perform the essential functions of their job. Please contact us to discuss an accommodation request.

Application Process

To apply and learn more, visit [EXPLO's Faculty & Staff Hiring page](#).
Questions may be directed to faculty_hiring@explo.org.

Selected candidates will be contacted for interviews on a rolling basis. **Early applications are encouraged.**

EXPLO, as part of Exploration School, is an Equal Opportunity Employer committed to building a diverse team and a workplace that values inclusion and belonging. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, disability, protected veteran status, age, marital status, or any other characteristic protected by law.