

Assistant Director for Student Outreach and Support (Part-Time) - The Fletcher School  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=190947>

Downloaded On: Dec. 1, 2022 9:47pm

Posted Jul. 25, 2022, set to expire Dec. 6, 2022

<b>Job Title</b>	Assistant Director for Student Outreach and Support (Part-Time) - The Fletcher School
<b>Department</b>	The Fletcher School
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 25, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Affairs
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/17525?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/17525?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
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<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933 Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations. The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible. The Fletcher School supports work-life balance.

The Office of Student Affairs is a busy department that serves as a central resource and support for Fletcher students' wellbeing. The Office of Student Affairs is responsible for the student experience at Fletcher with special emphasis on enhancing the total student

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(academic and co-curricular) experience at the School in order to provide an optimal environment for learning and professional development. A rich, supportive co-curricular student experience is central to the School's mission. The office partners closely with colleagues across the school and university (e.g., the Office of Admissions and Financial Aid, the Registrar's Office, Ginn Library, the Office of Career Services, Finance and Administration, Office of Equal Opportunity, Health Services, Counseling & Mental Health Services, Residential Life & Learning, Tufts University Police Department) on a variety of related programs and initiatives.

### What You'll Do

**This is a part-time position at 17.5 hours per week.**

The Assistant Director for Student Outreach and Support is responsible for providing comprehensive support to students experiencing personal, health, and other challenges. In appropriate circumstances, the Assistant Director facilitates medical leaves of absence, conducts wellbeing checks, reviews return to the university after a period of hospitalization, provides support when students experience acute physical or mental health issues, family concerns, transition and adjustment difficulty, and a variety of other issues that impact a student's ability to be successful at Tufts. The position resolves such situations in a way that prioritizes the safety of the student and others in the community; respects student agency, encourages resilience, and facilitates personal development; and restores health and wellbeing.

### What We're Looking For

#### Basic Requirements:

Knowledge and experience typically acquired by:

- Master's degree in higher education, college student development, social work, counseling, psychology, or another closely related discipline, or the international equivalent.
- A minimum of two years of experience working directly with students of concern in a higher education setting.
- Experience with crisis response, including the ability to analyze situations and implement effective solutions in a thoughtful way during times of distress.
- Strong helping skills (e.g., active and reflective listening, facilitated reflection, appropriate confrontation, recognition of mental health concerns requiring referral, suicide prevention, etc.), experience making referrals and providing case management to students in distress.
- Extensive, nuanced understanding of college student mental health concerns, trends, and best practices.
- Excellent judgment and experience making thoughtful decisions in complex, sensitive scenarios.
- Current and thorough knowledge of laws, trends, and practices related to student support in the college and university environment.
- Demonstrated success in starting up and implementing innovative programs.
- Outstanding written and oral communication skills.
- Excellent analytical, critical thinking, and problem-solving skills.



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- Experience successfully employing conflict management skills (e.g., de-escalation, assertive communication, conflict coaching, giving feedback, etc.).
- Proven ability to shape outcomes successfully in a cross-functional, fast-paced environment.
- Excellent interpersonal skills, the ability to build strong relationships with members of diverse constituencies, and a successful track record of collaboration in achieving objectives.
- Commitment to Tufts' goal of becoming an anti-racist institution and experience with diversity, equity, inclusion, or social justice work.
- Experience working effectively with a wide range of diverse faculty, staff, and students.
- Ability to utilize technology in the delivery of student programs.
- Experience with the administration of a student records system.

### Preferred Qualifications:

- History of success supervising undergraduate or graduate students.
- Training in case management, suicide prevention and intervention, and/or closely-related topics.
- Experience conducting student learning assessments and program assessments.
- Experience formulating organizational policy.
- Experience creating and assessing learning outcomes.
- Membership in and service to relevant professional organizations.

*An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.*

*Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.*

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact