

Director of Graduate Admissions
Tufts University

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Posted Jul. 27, 2022, set to expire Dec. 9, 2022

Job Title	Director of Graduate Admissions
Department	Tufts University
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 27, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/17357?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply Online Here	https://jobs.tufts.edu/jobs/17357?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Graduate Admissions supports the enrollment objectives of the Graduate School of Arts & Sciences and the School of Engineering at Tufts University. Graduate Admissions supports the Deans of each school, and members of the faculty, on the coordination of all aspects of graduate student recruitment, application processing, and marketing and communications. Graduate Admissions processes more than 5,000 applications annually to 30+ departments across 70+ programs for fall, spring, and summer entry to Tufts University.

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What You'll Do

Reporting to the Dean of Admissions, the Director of Graduate Admissions leads and manages the daily and long-term operations of Graduate Admissions, using their substantial experience in graduate admissions and collaboration with university partners to inform the strategies and develop the initiatives that allow each school to meet its enrollment goals.

Primary responsibilities include driving and communicating data analysis for the office, with particular attention to measuring effective recruitment and enrollment practices and innovating new ones; liaising frequently with key stakeholders, including the Deans of the Graduate School of Arts & Sciences and the School of Engineering, as well as key faculty and staff in the Deans Office, Communications, Financial Aid, and academic departments; interpreting and presenting on graduate enrollment trends and the graduate admissions landscape to key audiences; providing vision and direction on financial assistance models for graduate programs; contributing to or leading communications and marketing initiatives; managing Slate software and other relevant technical platforms, in conjunction with Information Technology Team; presenting on university graduate programs to prospective and admitted students from a diverse array of backgrounds and with a diverse set of academic interests; and mentoring and developing the office's professional and administrative staff. This is a hybrid position, which is expected to be on campus multiple days each week. The role also requires work outside of normal business hours on evenings and weekends for specific scheduled events.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Master's or doctoral degree related to higher education or admissions
- 10+ years of directly related professional experience in graduate admissions, recruitment, and/or very closely related education field, including 3+ years of staff supervision.
- Knowledge of Microsoft Office Software Suite
- Valid driver's license
- Ability to multitask, assess priorities, and work as a member of a team
- Outstanding interpersonal skills and a collaborative orientation
- Outstanding written and public speaking communication skills
- Commitment to diversity, inclusion, equity, justice, and antiracism

Preferred Qualifications:

- Knowledge of Slate Technolutions software
- Experience working with graduate students
- Experience working with university faculty



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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