

Associate Dean, Admissions and Student Services  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=206213>

Downloaded On: Oct. 3, 2023 1:07am

Posted Feb. 24, 2023, set to expire Dec. 31, 2023

<b>Job Title</b>	Associate Dean, Admissions and Student Services
<b>Department</b>	The Fletcher School
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 24, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Student Affairs Admissions/Financial Aid
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/18638?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/18638?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Fletcher School of Law and Diplomacy 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, the private sector, and non-governmental organizations.

The primary aim of The Fletcher School is the same as it was when conceived by its founders in 1933: to offer a broad program of professional education in international relations to a select group of graduate students committed to maintaining the stability and prosperity of a complex, challenging and increasingly global society. The school's mission remains (a) To educate professionals from around the world and to prepare them for positions of leadership and influence in the national and international arenas; (b) To increase understanding of

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international problems and concerns through teaching, research and publications; and (c) To serve local, national and international communities in their search to develop relationships of mutual benefit, security and justice in an increasingly interdependent world.

### What You'll Do

The role of Associate Dean, Admissions and Student Services is a unique and interesting opportunity to manage the full student lifecycle as the individual responsible for leading the Admissions and Student Services functions. Oversees the strategy and operations of designated departments with direct reports and teams of admissions, recruitment marketing and student affairs professionals. Works in partnership with faculty, staff, students, and alumni and with many administrative partners at the university level to support the entire student experience. Drives institutional strategy by developing and implementing admissions, academic, and student policies and programs.

### Essential Functions:

- Serves as a member of the school's leadership team. Manages direct reports and their high functioning teams including Student Affairs, Office of Career Services and the Registrar and Academic Advising Office. Ensures goals and KPIs are established for each team. Responsible for regular coaching, assessment of performance, and career development for all team members.
- Responsible for overall enrollment recruitment and management for all degree programs. Develops strategy and oversees recruitment/enrollment marketing, selection, and yield. Manages the scholarship aid strategy and budget. Ensures that fiscal and enrollment management goals are achieved, managing multiple operational and financial aid budgets. Regularly provides enrollment and scholarship aid projections. Collaborates with school communications unit on website content.
- Collaborates with Academic Affairs on a wide range of academic and student policies. Maintains relationships with many partner institutions. Coordinates with a range of school academic and professional advisors to optimize the student academic experience. Plays an active role in new degree program development and implementation, as well as the review of existing degrees.
- Partners with the Office of Development and Alumni Engagement on fundraising, donor stewardship, and alumni engagement.
- Oversees academic integrity and student conduct issues, as well as student health, well-being and the overall student experience. Facilitates referrals to Tufts partners (Health Services, Counseling and Mental Health Services, Office of Equal Opportunity, Student Accessibility and Academic Resources). Oversees student housing, and related issues, on and off-campus. Oversees updating of the Student Handbook.



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- Oversees Career Services ensuring that student and alumni needs are being met. This includes programming and coaching. Participates in partnership/employer development with alumni and organizations.
- Regularly collaborates with Tufts Office of Institutional Research to develop surveys and collect data on the student experience, satisfaction, and trends. Maintains several dashboards and statistical reports on admissions, financial aid, and student issues. Presents results regularly to leadership, faculty, administrators, boards of advisors, and outside agencies.
- May serve as the primary Title IX Sexual Misconduct Liaison to OEO for all students, faculty, and staff, adjudicating Title IX cases at Tufts.
- Collaborates on DEIJ strategy and initiatives across the various student affairs offices, alumni and external partners.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Master's degree and 10 years of experience in higher education management including admissions, enrollment management and student
- Prove track record of strong strategic management skills and ability to manage and develop highperforming teams
- Track record of optimizing the effectiveness of the student experience
- Strong data analytic
- Adept at working with different stakeholders, including staff and faculty, and building relationships across a complex matrix organization
- Ability to analyze and summarize data
- Resourceful, flexible, and diplomatic
- Strong sense of personal and team accountability
- Proven track record of independently managing projects and processes
- Proven ability to manage multiple priorities smoothly
- Deep interest in leadership development, higher education and creative learning models
- Team player with an eye for detail and skills to collaborate with multiple teams with shared accountability in fast-paced, high-energy, often ambiguous, environment
- Familiarity with global networks in government, the private sector, and global affairs

#### Preferred Qualifications:

- Experience with international and/or diverse populations.



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**Contact Information**

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

**Contact**

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