

Associate Director, Professional and Custom Education -  
University College  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=206674>

Downloaded On: Oct. 3, 2023 1:04am

Posted Mar. 3, 2023, set to expire Dec. 31, 2023

<b>Job Title</b>	Associate Director, Professional and Custom Education -University College
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Mar. 3, 2023
<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>	Teaching & Learning
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/18677?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/18677?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**



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Tufts University's University College (UC) is dedicated to programming that meets the educational needs of learners, wherever they are on their learning journey. Today, UC's programmatic areas include Tufts Professional & Custom Education Programs, Tufts Pre-College Programs, and Tufts Lifelong Learning & Osher Institute. UC has grown quickly since its inception in November 2018 and is poised for substantial medium-term growth with the incorporation of degree and certificate programs through which it hopes to significantly expand access to Tufts' world-class education. UC offers a fast-paced, nimble environment made of highly trained professionals who love the higher education environment and are committed to providing world class education in the 21st century to a wide variety of students. UC is well-positioned to develop a distinctive presence in the greater Boston landscape as part of a diverse and accessible institution that makes learning and engagement with education of all kinds for all people a part of its core mission.

### What You'll Do

The Associate Director for Tufts Professional and Custom Education (TPCE), will be responsible for developing and implementing the strategy for open enrollment courses, open seat courses, workshops, and intensives for Courses at Tufts (CAT) year-round programming within UC and other Tufts schools. Works closely with the Director of Professional and Custom Education to provide strategic input on how new programs can be incorporated into the existing portfolio, the functional support of the programs, and market insights. Conducts research and analysis to evaluate and recommend annual CAT course and program list and sets tuition rates, manages budget and enrollment goals, partners on development and implementation of marketing strategy to support goals, evaluates performance at the end of each term, makes recommendations for improvements, and implements workflows and processes to guide annual performance.

This position is for a mission-oriented individual, someone who gets things done, who has an all-hands-on-deck mentality, and is comfortable having clear performance targets and being measured against them on a regular basis.

### What We're Looking For

#### Basic Requirements:

Knowledge and skills as typically acquired through completion of Bachelor's degree with 5-10 years' experience in educational program development and operations or Master's degree with 5-7 years' of related program management experience.

Excellent project management skills, relationship management skills, communication skills, business and financial skills, and experience working with various internal and external stakeholders.

Strong skills in Microsoft Office Suite, especially Excel.

#### Preferred Qualifications:



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Higher Education, K-12 Education, or Adult Professional/Continuing Programming experience preferred

### Salary Range

Minimum \$68,400.00, Midpoint \$85,550.00, Maximum \$102,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### Contact Information

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

### Contact