

## Senior Associate Director - Graduate Admissions Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236607>

Downloaded On: Jun. 30, 2024 9:04am

Posted May 28, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Senior Associate Director - Graduate Admissions
<b>Department</b>	Office of Graduate Admissions
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 28, 2024
<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>	Graduate Education Admissions/Financial Aid
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20534?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20534?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Office of Graduate Admissions supports the enrollment objectives of the Graduate School of Arts and 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 and spring semester entry to Tufts University.

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### What You'll Do

**A letter of interest and a resume are required to be considered for this position.**

Reporting to the Director of Graduate Admissions, the Senior Associate Director of Graduate Admissions serves as a member of the graduate admissions leadership team and is responsible for managing the graduate recruitment effort the School of Engineering and the Graduate School of Arts and Sciences, including 2-4 direct reports. The Senior Associate Director plays a visible role in the office, and with campus partners, in building a culture of graduate admissions. The role will also:

- Serve as a member of the graduate admissions senior leadership team, developing and implementing office-wide policy and practice in conjunction with the Dean of Admissions and Director of Graduate Admissions.
- Act in a decision-making capacity for the Director of Graduate Admissions when they are unavailable.
- Play a lead role in managing the graduate admissions staff, including (co)leadership of staff meetings, staff retreats, admissions committees, and professional development opportunities.
- Oversee daily operation of Graduate Admissions Office. Supervises two assistant directors with primary responsibility for recruitment, events and travel.
- Serve as Graduate Admissions liaison to university constituents at the Director's direction.
- Play an integral role in the recruitment and growth of the AS&E graduate programs.
- Develop and lead School level initiatives around recruitment, such as application reading, development of review strategy, admitted student events, and scholarships.
- Collaborate with the Director of Graduate Admissions, develop and implement recruitment, communications and social media strategies and plans.
- Conduct yearly communications audit/review to evaluate, recommend and adjust strategies.
- Collaborate with the Director to manage drip marketing communication, including search strategies.
- Support the Graduate Slate instance in partnership with the Director.
- Develop proactive and thoughtful data-oriented strategies for dashboards, queries, and reports to maximize the functions of Graduate Admissions and report data to key constituents.
- Manage in consultation with the Director the yearly application deadlines and cycle for programs.

*While this is a hybrid role, there is an expectation of regular campus presence throughout the year.*

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### What We're Looking For

#### Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelors Degree and 8+ years of progressively responsible experience in highly selective admissions
- Outstanding communication, public speaking and interpersonal skills
- Previous experience leading strategy and execution of multiple admission portfolio areas

#### Preferred Qualifications:

- SLATE experience

#### Pay Range

Minimum \$76,900.00, Midpoint \$96,150.00, Maximum \$115,400.00

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

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