

Associate Director of Admissions - International Team
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236778>

Downloaded On: Jun. 29, 2024 11:31am

Posted May 29, 2024, set to expire Dec. 31, 2024

Job Title	Associate Director of Admissions - International Team
Department	Office of Undergraduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	May 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/20529?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Undergraduate Admissions is responsible for the recruitment, selection, and enrollment of the first year and transfer classes each year for the School of Arts and Sciences, School of Engineering, and the School of the Museum of Fine Arts at Tufts. Tufts Admissions is charged with meeting various enrollment goals across schools and programs.

What You'll Do



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

The Associate Director of Admissions will be an experienced member of the undergraduate admissions team, responsible for recruiting and selecting students and for fulfilling the enrollment objectives set by the University. The Associate Director of Admissions will be a leader within the office's international team and will be expected to:

- Implement the office's international strategy, including the planning and execution of virtual and in-person recruitment events, creating relevant content for communications, conducting international travel, maintaining relationships with school counselors and global organizations, and completing other focused projects as assigned.
- Provide significant management and leadership within the international undergraduate application review and selection processes, including the evaluation of applications in alignment with training protocol and participation in selection committees as a member or a chair.
- Serve as on-campus point-of-contact for visitors. Communicate with students, families, school/organization counselors, and the general public via in-person conversations, email, and phone.
- Liaise with the Tufts International Center (I-Center), Tufts Financial Services, the United World College (UWC) network, and other constituents to support current students.
- Conduct virtual and in-person information sessions and workshops for a variety of audiences, both on-campus and off-campus.
- As requested by the Dean and/or Director, create, facilitate, or contribute to office training initiatives for admissions officer and/or administrative staff.
- Directly supervise 1-3 professional staff members and will serve as a member of the Management Team.
- Participate in both the evaluation of domestic applications and domestic recruitment travel as requested.
- Complete other projects and duties as assigned.

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

What We're Looking For

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Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree
- 5+ years of progressively responsible experience in selective admissions, college counseling, or a related field, 2 of which should involve international-related portfolios, projects, or contributions
- Strong knowledge of global educational systems and familiarity with non-US transcripts
- Excellent communication, public speaking, and presentation skills.
- Demonstrated project management skills, preferably in a fast-paced, timeline-driven environment
- Cultural sensitivity and an interest in working with diverse populations.
- Proficiency with CRM management software and Microsoft office suite.
- Comfort with traveling internationally, both independently and as part of a group
- Valid US Driver's license
- Valid Passport

Preferred Qualifications:

- Prior supervisory experience of either professional or student staff
- Experience with highly selective application evaluation, including individual or committee-based evaluation
- Experience with Technolutions Slate
- Fluency in a second language

Pay Range

Minimum \$63,600.00, Midpoint \$79,500.00, Maximum \$95,400.00

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



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

Contact

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