

Associate Director of Admissions
Tufts University

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Posted Jul. 16, 2024, set to expire Dec. 31, 2024

Job Title	Associate Director of Admissions
Department	Office of Undergraduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 16, 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/20699?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 & 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

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

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the University. The Associate Director of Admissions will be responsible for managing a portfolio that may encompass campus visits, special events and yield, selection management, or others as determined.

- Implement the office's strategy for an assigned portfolio. Portfolio oversight typically involves long-term management of complex projects, delegation of tasks, management of contributing staff members, creation and presentation of training materials, data analysis and assessment, etc.
- Actively participate in the undergraduate application review and selection processes, including the evaluation of applications in alignment with training protocol and participation in selection committees as a member. If appropriate, Associate Directors may be asked to take on leadership roles throughout the selection cycle through process management or committee chairing.
- Serve as an 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 campus partners and external organizations to support portfolio and office-wide initiatives.
- 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 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; some Associate Director roles may require greater campus presence due to portfolio needs.

What We're Looking For

Basic Requirements:

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Knowledge and experience typically acquired by:

- Bachelor's degree
- 5+ years of progressively responsible experience in selective admissions, college counseling, or a related field
- 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 traveling both independently and as part of a group
- Valid US Driver's license

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 \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

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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