

Associate Director of Admissions – Regional Initiatives Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=242251>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 26, 2024, set to expire Dec. 31, 2024

Job Title	Associate Director of Admissions – Regional Initiatives
Department	Office of Undergraduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 26, 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/20774?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

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The Associate Director of Admissions of Regional Initiatives 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 of Regional Initiatives, based in Southern California, will be expected to:

- In coordination with the Director of Strategic Planning, develop and implement the office's Southern California recruitment and engagement strategy, including planning and executing virtual and in-person recruitment and/or yield events, creating relevant content for region-specific communications, conducting local travel, maintaining relationships with school counselors and community-based organizations, evaluating the efficacy of regional initiatives, and completing other focused projects as assigned.
- Actively participate in the undergraduate application review and selection processes for both first-year and transfer applicants, including the evaluation of applications in alignment with training protocol and participation in selection committees. If appropriate, the Associate Director may be asked to take on leadership roles throughout the selection cycle through process management or committee chairing.
- Oversee the Tufts Admissions Network (TAN) and manage the alumni interview process. Create and execute alumni communications plan, develop and facilitate interview training, establish and maintain relationships with regional chairs, monitor interview completion rates, liaise with the Office of Alumni Engagement, conduct data analysis and create reports, and co-manage 1-2 professional staff contributing to TAN efforts.
- Conduct and/or participate in virtual and in-person programs for a variety of audiences, such as high school visits, general information sessions, college preparation workshops, multi-institution presentations, educator workshops, counselor meetings, alumni training programs, etc.
- Serve as a remote point-of-contact for multiple constituencies. Communicate with students, families, school/organization counselors, alumni volunteers, and the general public via email and phone.
- Maintain active engagement with professional organizations such as the Western Association for College Admission Counseling (WACAC) and Regional Admission Counselors of California (RACC).
- As requested by the Dean and/or Director, create, facilitate, or contribute to office training initiatives for admissions officer and/or administrative staff.
- Contribute to domestic and/or international travel initiatives as needed.
- Complete other projects and duties as assigned.

This is a 12-month, fully remote position with the potential for 1-2 trips to campus each year; there may be an opportunity to renew the position term. The preferred residence of the selected candidate should be, Southern California, preferably Los Angeles or San Diego, by September 2024. Relocation expenses are not provided.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- 5+ years of progressively responsible experience in selective admissions, college counseling, or a related field
- Strong knowledge of both domestic and global educational systems
- 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 domestically, both internationally and as part of a group
- Willingness to work outside of traditional business hours
- Valid US Driver's license
- Valid Passport

Preferred Qualifications:

- Prior supervisory experience of either professional or student staff
- 2+ years of highly selective admissions experience, including significant territory management and travel experience in California, Arizona, Nevada, Arizona, Oregon, Washington State, Alaska, or Hawaii
- Prior experience engaging with alumni populations
- Proven success in a hybrid and/or primarily remote professional environment
- 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



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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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