

Industry Outreach Manager Tufts University

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Posted Aug. 5, 2024, set to expire Jan. 15, 2025

Job Title	Industry Outreach Manager
Department	Tufts Gordon Institute
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Relations/Marketing Graduate Education Enrollment Management/Registrar
Job Website	https://jobs.tufts.edu/jobs/20803?lang=en-us&iis=Job+Board&iisn=AcademicKeys

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Job Description

Overview

The Industry Outreach Manager is a vital member of the Enrollment Management Team at Tufts Gordon Institute (TGI) and will be responsible for increasing graduate enrollments through fostering new as well as leveraging existing relationships with industry partners and TGI's extensive alumni network to support TGI's diverse array of programs.

What You'll Do

The Industry Outreach Manager is a vital member of the Enrollment Management Team at Tufts Gordon Institute (TGI) and will be responsible for increasing graduate enrollments through fostering new as well as leveraging existing relationships with industry partners and TGI's extensive alumni

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network to support TGI's diverse array of programs. This individual will develop and execute strategies to identify and engage new industry partners, collaborating with internal stakeholders to align partnership opportunities with TGI's goals. Additionally, the Industry Outreach Manager will work closely with industry partners to enhance engagement in academic programs. In leveraging TGI's extensive alumni network, the Industry Outreach Manager will facilitate introductions and connections with industry professionals and coordinate mentorship programs and networking events. Furthermore, this role involves collaborating with academic and career services teams to promote student success by providing resources and support for personal and professional development initiatives, ensuring students are well-equipped for their career pursuits. The successful candidate will demonstrate the ability to adapt to a rapidly changing higher education landscape, think quickly and independently troubleshoot issues as they arise, contributing to the achievement of TGI's programmatic goals within the Enrollment Management Team.

Substantially grow graduate enrollments by identifying and Engaging New and Existing Industry Partners

- Develop and implement strategies to identify and cultivate relationships with new industry partners as well as existing partners to fill program recruitment pipeline activity.
- Utilize TGI's extensive alumni network to foster introductions and connections with industry professionals for students, faculty, staff, and campus partners.
- Research industry trends and potential partnership opportunities.
- Collaborate with internal stakeholders to align partnership opportunities with TGI's goals and objectives.
- Attend networking events, conferences, and industry gatherings to connect with potential partners.

Expand Internship, Co-op, and Employment Opportunities with Industry Partners

- Collaborate with industry partners to develop and facilitate internship, co-op, and employment opportunities for current students.
- Coordinate with industry partners to identify suitable positions and match them with student skillsets and career goals.
- Advocate for the integration of experiential learning opportunities into the curriculum to enhance student professional development.
- Monitor and evaluate the impact of internship, co-op, and employment initiatives on student outcomes.
- Engage with our Career Services partners to coordinate areas for student success and career growth opportunities

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Promote Student Success

- Collaborate with academic and career services teams to ensure that students are equipped with the resources and support necessary to succeed.
- Develop and implement initiatives to provide personal and professional development opportunities for students.
- Coordinate workshops, coaching sessions, and networking events to enhance student skills and networks.
- Provide ongoing support and guidance to students navigating professional challenges.
- Facilitate alumni involvement in TGI and Tufts activities including, but not limited to:
 - mentorship programs, networking events, coaching, competition judging, speaking engagements within courses, workshops, and any other events.
- Collaborate with TGI, DEC, and AIR teams to identify alumni-student engagement opportunities.

Administrative Duties and Reporting

- Maintain accurate records of industry partnerships, activities, and outcomes.
- Prepare regular reports and updates for internal stakeholders and leadership.
- Assist with other administrative tasks and support activities within the Enrollment Management Team as needed.

What We're Looking For

Basic Requirements

- Bachelors or Master's degree and 5-8 years of experience
- Highly proficient with Microsoft Office Suite (Word, Excel, PowerPoint)

Preferred Qualifications

- Master's degree in business administration, higher education administration, or a related field.

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- 5+ years of experience in corporate relations, business development, or enrollment management within higher education.
- Demonstrated success in developing and implementing strategies to identify and engage industry partners.
- Strong networking and relationship-building skills, with a track record of cultivating and maintaining partnerships with corporate entities.
- Knowledge of industry trends and best practices in corporate relations and enrollment management.
- Excellent communication and presentation skills, with the ability to articulate the value proposition of Tufts Gordon Institute to industry partners and internal stakeholders.
- Experience working with diverse student populations and a commitment to promoting diversity, equity, and inclusion in enrollment management efforts.
- Proficiency in data analysis and reporting, with the ability to track and evaluate the effectiveness of corporate relations initiatives.
- Familiarity with CRM systems and other technology platforms used in enrollment management and corporate relations, such as HubSpot, Handshake and Monday.com.

Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

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