

Director of Student Affairs
Tufts University

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Downloaded On: Oct. 6, 2024 6:27am

Posted Aug. 9, 2024, set to expire Dec. 31, 2024

Job Title	Director of Student Affairs
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
Job Website	https://jobs.tufts.edu/jobs/20820?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University School of Medicine's Graduate Programs (TUSMGP) houses the programs that confer the Doctorate in Physical Therapy (DPT), Master of Public Health (MPH), Master of Medical Science (MMS) by the Physician Assistant Program, and Master of Science in Biomedical Sciences (MBS).



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The Office of Graduate Student Services (OGSS) for the Tufts University School of Medicine (TUSM) oversees the administrative operations of the Medical School's graduate programs inclusive of admissions, recruitment marketing, registration, career services, student services functions, and clinical site development for more than 1,100 students across the Boston Health Sciences Campus, hybrid programs with residencies, and fully remote students. The Director of Student Affairs reports to the Associate Dean of Student Services and collaborates extensively with each of the programs and their different modalities as well as a multitude of university partners.

At TUSM our graduate programs include residential, online, and hybrid and our hybrid programs have residencies in Boston, Phoenix, and Seattle. These different modalities mean that there are different needs for each program. Student engagement is an area OGSS plans to grow, and we look for a leader who can partner with these varied academic areas to tailor programs for their students.

OGSS is excited to fill this role with an energized individual looking for the opportunity to bring growth and change to our student community. We seek an individual with the ability to be a capacity builder and a creative problem solver to help lead OGSS Student Affairs and position us for a future of growth.

What You'll Do

This role is offered as hybrid (combination of onsite and remote) where you are required to be onsite at our Boston, MA Health Sciences campus 2-3 days per week. Specific days and schedule will be determined between you and your manager.

The Director of Student Affairs is a leadership role responsible for serving the students of TUSM's graduate programs. The primary emphasis for the Director is the management and evolution of programs, of services, and of accommodations to support student engagement and success. The Director will lead initiatives to advance student engagement, ensure access to student resources, and build partnerships with academic leadership.

Specifically, the Director is responsible for the oversight of major student programming (program-specific orientations, commencement, awards dinner, poster contest, Public Health Week, Peer Guide program, conference receptions, Student Senate elections, etc.), management of student accommodations, the student handbook, student government and related activities and funds, student engagement, and the growth of the alumni network.

The Director will be an experienced student affairs leader well-versed in current trends of higher education, preferably with experience with and knowledge of the emerging needs of graduate students and a history of partnership and collaboration

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with other campus offices. In particular, experience working directly with faculty and academic leadership on programs and student support is essential.

What We're Looking For

Basic Requirements:

- Develop and manage Orientations for all TUSM Graduate Programs
- Develop and manage Commencement and related activities and other student programming
- Oversight of the student government, student clubs, and student activities funds
- Management of disability accommodation requests and proctoring needs
- Advance and nurture the Alumni Board and related activities
- Deepen student engagement in the TUSMGP community
- Maintain and advise students on university-wide resources and policies including annual updates of the student handbook
- Coordination of student & faculty awards
- Oversight of E-weekly and other student body communications

Preferred Qualifications:

- A cover letter is required for consideration.
- 7-10 years of related experience in Student Affairs/Life, including supervision of staff and budget experience.
- Master's Degree in higher education or related field preferred.
- Experience working with graduate students and on graduate education issues preferred.
- Experience managing student accommodations.
- Experience in a student services environment with a track record of successful programming, a strong dedication to customer service, and commitment to discretion and confidentiality related to student information.
- Ability to maintain an organized workload requiring multitasking and the need to prioritize various responsibilities with little supervision.
- A commitment to innovation and student satisfaction in delivering services.
- Outstanding interpersonal skills, judgement, discretion, problem solving abilities, and critical thinking skills. Demonstrated written and verbal communication skills.
- Commitment to equity and inclusion and serving the needs of a culturally and educationally diverse community.

Pay Range

Minimum \$94,600.00, Midpoint \$118,250.00, Maximum \$141,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect



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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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