

Assistant Director Student Life, Orientation and Student
Experience
Tufts University

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Posted Aug. 27, 2024, set to expire Jan. 9, 2025

Job Title	Assistant Director Student Life, Orientation and Student Experience
Department	Division of Student Life
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Enrollment Management/Registrar
Job Website	https://jobs.tufts.edu/jobs/20881?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The Division of Student Life is responsible for the intellectual, social, and holistic development of Tufts students outside of the classroom and works closely with staff and faculty to create a unique and powerful experience for the entire student body.

What You'll Do

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The Assistant Director Student Life, Orientation and Student Experience plays a key role in the design, development and implementation of new student orientation and first year programs which contribute to the mission of Tufts University and enhance campus life with an emphasis on civic engagement, restorative justice and anti-racist programming. The Assistant Director will handle the below duties:

- Hires and oversees student orientation coordinators and a graduate intern.
- Advises and participates on orientation planning committees and collaborates with campus partners and student organizations to enhance orientation and first year programs.
- Oversees pre-orientation programs.
- Collaborate with the Director on advising Fraternity and Sorority Life.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 2-3 years related work experience

Preferred Qualifications:

- Master's degree required and at least 1 years of full-time work experience in orientation, new student programming, student activities or a related field preferred. Experience should be in role that directly oversaw or implemented orientation and/or 1st year programs congruent to the job description.
- Strong skillset related to advising and supervising students
- Excellent interpersonal and organizational skills
- Understanding of and commitment to issues of college student development
- Demonstrated leadership, advisory, organization, and management skills
- Experience developing or creating programs focused on diversity, equity and inclusion efforts

Special Work Schedule Requirements:

Tufts embraces a hybrid working model for all employees based on their schedule and duties. This position can be organized with a half remote and half in-person option, except during events or parts of the academic calendar that require this position to be fully in-person.



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Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

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