

Assistant Director Admissions - School of Arts and
Sciences
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=243991>

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Posted Aug. 30, 2024, set to expire Jan. 12, 2025

Job Title	Assistant Director Admissions - School of Arts and Sciences
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 30, 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/20897?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 Assistant Director will be a member of the undergraduate admissions team, responsible for recruiting and selecting students and for fulfilling the enrollment objectives set by the University. The Assistant Director will be expected to:

- Read and evaluate undergraduate applications in alignment with training protocol, individually or as part of a team, and actively participate in selection committees.
- Conduct both in-person and virtual information sessions for prospective students, families, school and community-based organization counselors, and the general public.
- Serve as on-campus point-of-contact for visitors. Communicate with students, families, school/organization counselors, and the general public via in-person conversations, email, phone, or blogs.
- Manage project-based work in support of portfolios such as communications, data analysis, access and outreach, recruitment, selection, campus visits and events, or others.
- Participate in recruitment initiatives, including college fairs and high school visits.
- Participate in professional development and training opportunities to gain a broad understanding of admissions profession and the specific goals of Tufts Admissions.
- Complete other projects and duties as assigned.

While our office functions in a hybrid modality, the Assistant Director can expect to have a frequent campus presence depending on the season.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by a Bachelor's Degree
- 2+ years of experience in admissions, college counseling, or a related field
- Proficiency with CRM data management software and Microsoft Office Suite
- Strong communication, public speaking, and interpersonal skills
- Strong organizational and time management skills; ability to work collaboratively
- Cultural sensitivity and a willingness to work with diverse populations

Preferred Qualifications:



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- Valid US Driver's license
- Strong understanding of and/or experience with professional communications (digital, print, and/or social media)
- Strong understanding of and/or interest in data analysis, and/or experience with Slate
- Experience with application evaluation, including individual or committee-based evaluation
- Fluency in a second language

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