

Senior Assistant Director of Admissions Operations
Tufts University

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Posted Nov. 26, 2024, set to expire Apr. 10, 2025

Job Title	Senior Assistant Director of Admissions Operations
Department	School of Medicine's Graduate Programs (
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Graduate Education Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/21177?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) Physician Assistant Program, Master of Science in Health Informatics and Analytics (MS-HIA), and Master of Science in Biomedical Sciences (MBS). This position also supports the admissions operations of the Graduate School of Biomedical Sciences, which offers clinical & translational science programs for medical professionals, as well as research MS and PHD degrees in laboratories based on three Tufts campuses.

The Office of Graduate Student Services for the TUSMGP oversees the administrative operations of the Medical School's graduate programs inclusive of admissions, recruitment marketing, registration, career services, and student services functions for over 1,000 students on the Boston Health Sciences

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Campus.

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This role is offered as remote, with the option to be hybrid and report to the Boston, MA office twice a week.

What You'll Do

This position is the Slate manager and main point of contact for all office Slate and data management needs. This includes building and maintaining the instance to support all aspects of the graduate student lifecycle. Major components include record management, query and reporting functions, communications oversight, liaising with the Tufts Technology Services (TTS) Slate Team (IT), and conducting training and creating documentation.

Responsibilities include:

- Support daily functions of Slate instance, including but not limited to:
- Records management and data integrity
- Application management and cycle prep
- Decisioning
- Reporting and querying (including designing, testing, and analyzing customized and ad-hoc reports)
- Portals and Deliver templating and oversight
- Event and Scheduler templating and oversight
- Streamline processes, document workflows, and find opportunities for operational efficiency
- Partner with TTS Slate Team on integrations with external systems (CAS API, Student Information System, Denodo, etc.), reporting analytics, and ensure compliance with end-user best practices
- Oversee cycle preparations and integration between centralized application service systems, Slate, and SIS, in collaboration with TTS Slate Team.
- Assist in data mining to inform recruitment and marketing strategy, and data reporting at the request of Leadership or other campus constituents
- Maintain best practices and standards to continually improve processes and outcomes, as well as create instance-specific process documentation, in conjunction with the TTS Slate Team.
- Conduct formal and informal trainings for various instance users
- Identify and elevate requests for system enhancements and optimizations?

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What We're Looking For

Basic Requirements:

- Bachelor's degree
- 3 or more years of Slate experience
- Familiarity with Configurable Joins query tools at an intermediate level
- HTML/CSS and Liquid Markup experience, for use in email marketing, portals, and decision letters
- Excellent technical, interpersonal, communication, organization and time management skills
- Data management experience, including security and integrity
- Ability to work efficiently in a detailed oriented manner and deadline-driven environment
- Demonstrated skills in prioritizing assignments to complete work in a timely fashion and ability to anticipate and plan for cyclical activities
- Ability to work independently and as part of a team

Preferred Qualifications:

- Master's degree in related area
- Experience in a graduate or professional school environment
- Experience with technical languages such as JavaScript, SQL, and XML

Special Work Schedule Requirements:

- This is a fully remote role, with the option for hybrid

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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Contact

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