

Associate Director, Visit Experience Tufts University

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Posted Dec. 20, 2024, set to expire May 4, 2025

Job Title	Associate Director, Visit Experience
Department	Office of Undergraduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Other Administrative Departments Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/21255?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 and 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 Associate Director, Visit Experience will be an experienced member of the undergraduate admissions team, responsible for overseeing the team that manages campus visit programs and admitted student events. This position will not participate in application evaluation or recruitment travel.

The Associate Director, Visit Experience will be expected to:

? Implement the office's strategy for the Visit Experience initiatives, which includes campus visit programs and admitted student events. Portfolio oversight typically involves long-term management of complex projects, delegation of tasks, management of contributing staff members, creation and presentation of training materials, data analysis and assessment, etc. Projects specific to this portfolio include, but are not limited to:

- o Jumbo Days (campus admitted student programs)
- o Jumbo Month (virtual admitted student programs)
- o Campus Visits
- o Information Sessions (campus and virtual)
- o Admissions Student Employees (tour guides, student workers, summer interns)

? Directly supervise 4-6 professional staff members and serve as a member of the Management Team. Indirectly manage student workers, including tour guides, throughout the academic year and summer.

? Conduct virtual and in-person information sessions and workshops for a variety of audiences, both on-campus and select local events. Develop and facilitate a comprehensive information session training process for admissions officer staff. As requested, provide on-going feedback to presenters throughout the cycle.

? Liaise with campus partners and external organizations to support portfolio and office-wide initiatives.

? Serve as an on-campus point-of-contact for visitors and staff. Communicate with students, families, school/organization counselors, the University community, and the general public via in-person conversations, email, and phone.

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? Complete other projects and duties as assigned.

While this is a hybrid role, there is an expectation of regular campus presence throughout the year; some Associate Director roles may require greater campus presence due to portfolio needs. The Associate Director, Visit Experience is a primarily campus-based position with limited flexibility for hybrid modality.

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree
- 5+ years of progressively responsible experience in higher or secondary education, event planning, college counseling, or a related field
- Excellent communication, public speaking, and presentation skills
- Demonstrated project management skills, preferably in a fast-paced, timeline-driven environment
- Cultural sensitivity and an interest in working with diverse populations
- Proficiency with CRM management software and Microsoft office suite

Preferred Qualifications:

- Prior supervisory experience of either professional or student staff
- Experience with Technolutions Slate
- Fluency in a second language

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.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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