

Director of Recruitment, Graduate & Online Programs
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=251826>

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Posted Jan. 17, 2025, set to expire Dec. 31, 2025

Job Title	Director of Recruitment, Graduate & Online Programs
Department	Office of Graduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Graduate Education Continuing Education/Distance Learning Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/21306?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Office of Graduate Admissions supports the enrollment objectives of the Graduate School of Arts and Sciences and the School of Engineering at Tufts University. Graduate Admissions supports the Deans of each school, and members of the faculty, on the coordination of all aspects of graduate student recruitment, application management, and marketing and communications. Graduate Admissions processes more than 7,500+ applications annually to 30+ departments across 75+ programs for fall, spring, and summer entry to Tufts University. The Office of Graduate Admissions is also responsible for supporting the recruitment of online graduate programs for the School of Engineering and the Graduate School of Arts and Sciences.

What You'll Do

The Director of Graduate Recruitment and Online Programs in the Office of Graduate Admissions is a critical team member responsible for recruiting prospective students into the School of Engineering and the Graduate School of Arts and Sciences. The Director of Recruitment will also support the recruitment and enrollment efforts of Online Graduate Programs across graduate schools, including the School of Engineering and Graduate School of Arts and Sciences. This person will handle the below duties:

- Assist the Senior Director of Graduate Admissions with data analysis and implementation of strategic recruitment and enrollment initiatives
- Partner with the Senior Director of Graduate Admissions and Deans to expand outreach to key organizations and institutions
- Oversee the implementation of our recruitment communications
- Develop an entrepreneurial and tailored graduate online program recruitment and outreach plan
- Grow enrollment of the graduate online programs
- Manage a team focused on online graduate student outreach and recruitment

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree and 8+ years of experience in graduate admissions with at least 3+ years in online recruitment
- Direct experience with Slate CRM at a high level
- Superior interpersonal and oral/written communication skills
- Extensive experience in recruitment and managing a team focused on online graduate programs

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- Commitment to diversity and inclusion and experience recruiting and developing strategies for students of color and international student recruitment
- Ability to work in a fast-paced and demanding environment both independently and as a member of a team with minimal supervision

Preferred Qualifications:

- Direct experience recruiting and supporting online graduate programs
- Experience working in partnership with faculty and departments
- Managing a recruitment budget and supervising staff
- Experience in an academic unit

Pay Range

Minimum \$103,950.00, Midpoint \$129,950.00, Maximum \$156,000.00

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

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