

Assistant Dean for Student Affairs - Cummings School of
Veterinary Medicine
Tufts University

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Posted Feb. 6, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Dean for Student Affairs - Cummings School of Veterinary Medicine
Department	Cummings School of Veterinary Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Student Affairs Administration - Academic Unit
Job Website	https://jobs.tufts.edu/jobs/21368?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The Office of Student Affairs encourages and supports student success by providing support services, programs, and activities to enhance the student experience and to assist students in meeting the many demands of their personal and academic life.

What You'll Do

The Assistant Dean for Student Affairs reports to the Dean and supports the student experience at Cummings School of Veterinary Medicine, working directly with students, staff, and faculty. This position requires working closely with the Associate Dean for Professional Education and the Associate

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Dean for Graduate Education. The Assistant Dean supervises (directly and indirectly) four full-time and one part-time staff member within Student Affairs. This position is fully on-site with no opportunity for regular remote work. The position may also be appointed as a faculty member and engage in academic activities.

Essential Functions of the Assistant Dean will be:

Student Experience:

- Responsible for overall management of the Cummings School student experience after students are admitted to the Doctor of Veterinary Medicine and graduate programs. This includes coordinating student organizations including clubs and class councils, communicating with students, and managing relationships between students/student groups and outside companies' representatives.
- Oversee Big Sib and student advising programs, and general support services.
- Manages student awards, grants, and scholarships.
- Support student events, including the Orientation Program, Transition to Clinics, Dean's Award Dinner, White Coat Ceremony, and Commencement, in collaboration with other relevant faculty and staff.
- Ensure that resources are available for students, including facilities (equipment, space, furniture, and lockers).
- Work collaboratively with the graduate programs to engage their students in shared programming.

Student Success:

- Organize student tutors, identify students with challenges in their personal life or school life difficulty that are or may affect academic performance, and advise Student Promotions Committee on non-academic considerations for student performance.
- Serve as a point of contact for parents and family members, and as a resource for matters relating to students.
- Represent Cummings School on university committees and regional associations as required.

Student Health and Wellness:

- Responsible for supporting student health and wellness services and programming through the support and supervision of the Student Wellness Advisor and Student Engagement Coordinator.
- Serve as a main point of contact with Student Health. Includes supporting students with specific wellness issues.
- Management and Administration:

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- Responsible for managing the budget and staff in the Office of Student Affairs. Addresses questions and prepares reports for accreditation related to student affairs and student services.
- Attend relevant meetings, including Senior Leadership Team, facilities-related meetings, curriculum committee, and various student committees.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of Bachelor's Degree Minimum five years working directly with university or college students
- Excellent communication skills Ability to handle multiple priorities
- Excellent interpersonal skills, including the ability to remain calm when faced with challenging situations and distraught individuals.
- Proficient with Microsoft Office suite.
- First aid and mental health first aid training, or willingness to complete training.

Preferred Qualifications:

- Related experience with graduate or professional students preferred. Doctor of Veterinary Medicine (DVM) or equivalent.
- Experience in a position supporting student experience and/or student success, including academic success.

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



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Contact

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