

Assistant Director, Media Relations  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=256618>

Downloaded On: Aug. 31, 2025 4:24am

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

<b>Job Title</b>	Assistant Director, Media Relations
<b>Department</b>	University Communications and Marketing
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 6, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Public Relations/Marketing
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21539?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21539?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**

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University Communications and Marketing has overall responsibility for marketing and brand management, content development, media relations, social media and digital services for the university. The office optimizes the coordination of strategies and programs for these areas. The Office of Media Relations reports to the Vice President for Communications and Marketing and is the university's liaison to the local, national and international news media on behalf of one of the world's leading teaching and research institutions. The team handles media interactions, both proactive and responsive; pitches university stories and content to news media; produces media statements and plans; occasionally produces content; and provides internal and external communications counsel and support for the university's faculty, researchers, staff and leadership. The team positively positions faculty experts in key media channels and handles all requests to film and photograph on the campus from the news media, production companies and other third parties. The department provides issues management guidance and crisis management support, working with the university's Executive Director of Media Relations.

### What You'll Do

The Assistant Director of Media Relations reports to the Deputy Director of Media Relations for the Health Sciences campuses (Boston and Grafton) and is part of a central administration team primarily supporting the Health Sciences campuses' schools, centers, hospitals, clinics, and administrative offices. This position focuses primarily on nutrition science and policy and/or human and animal health and medicine.

The Assistant Director pitches stories to reporters, editors, producers and columnists, including top-tier national and international media, regional media and trade publications. The Assistant Director evaluates and responds to media requests and occasionally produces and edits content, particularly about science research. The Assistant Director also can be called on to provide advice and expertise to faculty, deans and administrators on media relations issues and concerns. The Assistant Director, who at times will work with schools and departments on other campuses or with university-level matters, works collaboratively with Media Relations team members and with other departments within University Communications and Marketing, particularly Content.

### What We're Looking For

#### Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree and minimum of 5+ years of media relations and communications experience.
- Strong writing, editing, verbal, organizational, analytical skills and comfort with scientific, technical or other complex subject matter
- Basic computer skills including Microsoft Office, and familiarity with digital and social media tools.

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- Enthusiasm for and success in securing positive media coverage

**Preferred Qualifications:**

- Experience in higher education, life sciences or medicine/health care/nutrition
- Experience in multimedia
- Familiarity with general academic and scientific research practices (various types of research, peer review, publication, etc.)
- Experience in print, broadcast, or online journalism and social media.
- Experience with Cision, EurekAlert, Photoshop and similar tools.

**Work Schedule Requirements:**

- This is a Hybrid role.
- This job requires the employee to be on site two or more times a week and will sometimes require irregular hours.

**Pay Range**

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

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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