

Assistant Dean of Community Engagement and Outreach  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=257098>

Downloaded On: May. 21, 2025 9:04am

Posted May 19, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Assistant Dean of Community Engagement and Outreach
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 19, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Public Relations/Marketing
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21902?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21902?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Dean's Office is the central administrative unit that provides leadership to Cummings School of Veterinary Medicine. Cummings School provides DVM, master's, and PhD degrees. We have internationally recognized research programs in animal and human health, comparative biomedical research, clinical research, infectious disease, and global health. The school has approximately 130 faculty members, 550 employees, and 450 students. Cummings School is committed to policies, procedures, and programming at Cummings School that provide fair access and opportunity for all.

## Assistant Dean of Community Engagement and Outreach Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=257098>

Downloaded On: May. 21, 2025 9:04am

Posted May 19, 2025, set to expire Dec. 31, 2025

### What You'll Do

Cummings School of Veterinary Medicine is seeking a leader for its Office of Community Engagement and Outreach. The Assistant Dean provides leadership, coordination, consultation, and strategic oversight to create a positive, welcoming, and engaged community at the school, and to support community outreach programs that support the mission of the school. The Assistant Dean will:

- Help ensure that policies, procedures, and programming at Cummings School provide fair access and opportunity for all.
- Provide leadership for recruitment and community outreach programs that serve the mission of Cummings School.
- Collaborate with relevant groups, committees, and individuals across the school and university.
- Provide advice to the dean and the school's leadership team on matters directly and indirectly related to the portfolio.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a master's degree (must have a master's degree or equivalent experience, PhD is desirable)
- Minimum 5 years working directly with university or college students, staff, and faculty
- An understanding of the issues around community engagement and community inclusion
- Excellent written and oral communication skills
- Ability to handle multiple priorities, with good organizational skills and attention to detail
- Excellent interpersonal skills, including the ability to remain calm when faced with challenging situations
- Proficient with Microsoft Office suite
- First aid and mental health first aid training, or willingness to complete training

#### Preferred Qualifications:

- Previous experience with implementing accommodations is considered an asset
- A strong understanding of accommodations is preferred
- Knowledge of the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA)
- Knowledge, understanding, and experience in veterinary, clinical, and/or laboratory environment
- Previous experience in an academic environment, or a similar group environment
- Appreciation of the importance of animals, veterinary medicine, animal and human health, and research
- Able to work with diverse populations

#### Special Work Schedule Requirements:

The position is full-time, 35 hours per week, with a typical Monday to Friday business hours schedule. There will be occasional weekend or evening hours required for events.

Assistant Dean of Community Engagement and Outreach  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=257098>

Downloaded On: May. 21, 2025 9:04am

Posted May 19, 2025, set to expire Dec. 31, 2025

**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**

,