

Assistant Director of Residential Education
Tufts University

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Posted Jun. 10, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Director of Residential Education
Department	Residential Life and Learning
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Residential Life
Job Website	https://jobs.tufts.edu/jobs/21965?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Residential Life and Learning supports dynamic co-curricular learning and engagement for all undergraduate and graduate students living on campus within the School of Arts and Sciences, the School of Engineering, and the SMFA at Tufts. It partners closely with colleagues across the Student Life division and with other AS&E and University-wide departments on a wide variety of campus programs and initiatives. More specifically, the department develops programs and policies that foster community, promote citizenship, and provides students with a residential experience that is a significant component of their education at Tufts.

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What You'll Do

Reporting to the Associate Director of Residential Education, the Assistant Director of Residential Education provides leadership in building vibrant, co-curricular living communities designed to facilitate students' personal, social and intellectual development. The Assistant Director is a full-time, live-off staff member who works with diverse groups of students, staff, and faculty in a highly selective and competitive academic environment. This position serves as a vital connection between students, Residential Life & Learning, and the broader Student Life at Tufts. The Assistant Director's primary responsibilities reside in supporting the development of students, student staff, and professional staff.

The Assistant Director of Residential Education supports a number of departmental and university-wide initiatives, performing job tasks including:

- Managing a portfolio of thematically-structured and synchronized department initiatives and projects, including Leadership & Engagement and Learning and Development
- Supervising 4-5 live-on Residential Life Coordinators and indirectly supervising undergraduate and graduate student Resident Assistant staff
- Collaborating with student and professional staff to provide holistic and individual support to students and stewarding individual and community accountability
- Participating in the Central Staff on-call rotation to respond to crisis and emergency situations

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree in student affairs, counseling, higher education, or closely related field
- 2-3 years of progressively responsible relevant experience supporting student growth, residential life, student life and/or student affairs, including administering individual student conduct decisions, supporting students in difficulty, and/or designing initiatives to promote dynamic co-curricular student engagement.
- Familiarity with student development theory and knowledge of best practices in student affairs administration at selective colleges and universities

Preferred Qualifications:

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- An understanding of the needs of first generation students and those from various socio-economic backgrounds, and commitment to social justice
- Preference for experience in a department of greater than 2,000 residential bed spaces
- Demonstrated experience and/or theory of supervising professional staff

Special Work Schedule Requirements:

This is a hybrid role. The expectation is that the role will be on campus at least 3 days each week. The role may/will need to also work occasional nights and weekends.

Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

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