

Executive Associate Dean - School of Medicine
Tufts University

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Posted Jun. 24, 2025, set to expire Dec. 31, 2025

Job Title	Executive Associate Dean - School of Medicine
Department	School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Business & Administration Financial Planning/Budget Management Facilities Operations Administration - Academic Unit
Job Website	https://jobs.tufts.edu/jobs/22001?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University has launched the search for the next Executive Associate Dean (EAD) of the Tufts University School of Medicine (TUSM) and welcomes applications.

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The search committee, in partnership with Tufts Talent Acquisition, will: identify the qualities and characteristics of a successful EAD, vet a pool of candidates, conduct panel interviews, and recommend three to four of these candidates for on-campus interviews with key stakeholders.

A confidential review of applications begins as materials are received. Early submissions are strongly encouraged for full consideration.

To apply, please review the [Application Instructions](#) below. To learn more about TUSM, visit: <https://medicine.tufts.edu/>

What You'll Do

Reporting to the Dean, with dotted-line accountability to the Executive Vice President, the Executive Associate Dean (EAD) serves as the chief administrative officer assisting the School in achieving its mission. Provides executive-level support to all aspects of the Dean's portfolio. Engages in and serves as an executive leader in the development and implementation of university-wide initiatives. Accountable for a complex set of responsibilities, including all fiscal, operational, and business matters within the School. Works closely with the Dean, Vice Dean for Academic Affairs, School Senior Leadership, and Division Chairs to develop and execute plans that ensure the alignment and effective use of personnel, funds, technology, and facility resources to meet operating and strategic priorities. Works closely with the Executive Vice President and central unit leadership in developing, setting, and operationalizing strategic priorities and resolving operating challenges. Lead the Administrative team in the accomplishment of school priorities.

Responsibilities include:

- **Strategic Planning and Outcomes Assessment:** Works with the Dean to develop the overall strategic direction and operations of the School, integrating a mission perspective with deep knowledge of the School's operating picture and the university. Reviews data and reports, engages in conversations with central leadership and other Schools, and conducts analyses and/or develops plans to facilitate decision-making. Works with chairs, deans, and directors to balance the needs of their units with School priorities, advises and supports departments in their administrative functioning. Supports the Dean in articulating the rationale and/or historical context for strategic decisions to the School community.
- **Governance and Institutional Representation:** Represents the School and its interests at university-level administrative committees and working groups, as needed, including the Executive Vice President's Administrative Council, EAD Roundtable, and Extended Leadership Team. Engages in university-level and university-wide conversation as a constituent of a shared enterprise, able to collaborate and compromise to arrive at decisions that account for not only

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School-specific needs but also the optimization of the university. Communicates key information derived from these meetings back to the School stakeholders.

- **Central Administrative Services:** Serves as chief liaison with all central administration areas (e.g., Finance, Human Resources, Operations, Tufts Technology Services, University Relations, Office of the Vice Provost for Research) to coordinate services to meet School needs, plans, and policies. Proactively engages these units as School strategies and solutions are developed. Builds alignment within the school about administrative priorities and needs in delivering services.
- **Financial Advisory, Management and Oversight:** Advises the Dean on fiscal strategies and develops long-range financial plans in line with university expectations, including for operations, capital needs, strategic revenue-generating initiatives, and School research activities. Works closely with the VP of Finance and the Budget Center representative to monitor and manage the School budget, long-range plans, and forecasts, allocation of resources, and to oversee the review and approval of all financial transactions. Develops and implements analyses, plans, and processes in support of these objectives.
- **Workforce Strategy and Development:** Develops and implements the School's workforce and staffing plan. Works with HR Business Partner and oversees hiring, management, annual performance review/merit process, talent development, and disciplinary actions within the School. Manages and develops team staff in the delivery of high-quality services.
- **Facilities Planning and Operations:** Collaborates with the Operations division, ensuring efficient and effective facility resources. Develops and monitors budgetary plans for maintenance and improvements. Provides necessary input for design and construction of facility improvements, brokers space assignments, facilitates emergency and weather planning decisions/communication, and supports university sustainability goals. Serves as the primary point of contact for Campus and Capital Planning.
- **Institutional Leadership and Alignment:** Serves as a member of the Dean's Leadership Team, contributing to the determination of strategic priorities. Collaborates with Advancement, which reports to the Dean, to analyze the School's resource needs and communicate how current and potential resources can support its research and teaching mission. Ensures, in partnership with Advancement, that gifts are used in alignment with donor intent and university policies.
- **Technology Strategy and Enablement:** Collaborates with Tufts Technology Services (TTS) to work towards a tech-enabled School environment. Advocates for School needs and interpret and communicate about TTS services, offerings, policies, and changes to appropriate audiences within the School.
- **Legal and Risk Management:** Collaborates with University Relations on the legal risks and contracts to proactively manage risk and, when necessary, supports the timely and efficient resolution of all legal matters. Engages in relevant conversations about Government and Community relations and matters involving Title IX.
- **Research Strategy and Alignment:** Collaborates with the Office of the Vice Provost for Research and post-award offices to facilitate and advocate for the mutual alignment of school

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and university research objectives, efforts, and services.

What We're Looking For

Application Instructions: *To receive full consideration, interested individuals should apply online (Tufts Careers) and include: 1) resume, 2) cover letter. **The cover letter should be addressed to the Search Committee and should highlight your qualifications and relevant accomplishments that support your candidacy for the role.***

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a bachelor's degree
- 10+ years of progressive experience in academic institutional finance and administration, with a strong track record in budgeting, financial management, technology, legal affairs, human resources, student services, and space planning/renovations
- Candidates should demonstrate expertise in data management and analysis, including budgeting, P&L planning, and financial reporting, as well as strategic and operational planning
- Exceptional communication, collaboration, and interpersonal skills are essential, along with proven abilities in negotiation, conflict resolution, and managing a diverse, multicultural workforce

Preferred Qualifications:

- Strong preference for an MBA or other appropriate advanced degree
- Demonstrated experience in medical schools and/or health systems utilizing the dyad leadership model, with a strong background in clinical partnerships and financial management of complex clinical operations, including cost accounting
- Business development and strategy execution experience preferred

Pay Range

Minimum \$202,300.00, Midpoint \$252,900.00, Maximum \$303,500.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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