

Senior Director Graduate Admissions AS&E
Tufts University

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Posted Jun. 27, 2025, set to expire Dec. 31, 2025

Job Title	Senior Director Graduate Admissions AS&E
Department	Office of Graduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Graduate Education Business & Administration Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/22015?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

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Overview

The Office of Graduate Admissions supports the enrollment objectives of the Graduate School of Arts & Sciences and the School of Engineering at Tufts University. Graduate Admissions supports the Deans of each school, and members of the faculty, on the coordination of all aspects of graduate student recruitment, application management, and marketing and communications. Graduate Admissions processes more than 7,500+ applications annually to 30+ departments across 75+ programs for fall, spring, and summer entry to Tufts University. The Office of Graduate Admissions is also responsible for supporting the recruitment of online graduate programs for the School of Engineering and the Graduate School of Arts & Sciences

What You'll Do

Reporting to the Dean of Admissions, the Senior Director of Graduate Admissions leads and manages the operations of Graduate Admissions, using their substantial experience in graduate admissions and collaboration with university partners to inform the strategies and develop the initiatives that allow the Schools and individual programs to meet their enrollment goals. Primary responsibilities include driving and communicating data analysis for the office, with particular attention to measuring effective recruitment and enrollment practices and innovating new ones; liaising frequently with key stakeholders, including the Deans of the Graduate School of Arts & Sciences and the School of Engineering, as well as key faculty and staff in the Deans Office, Communications, Financial Aid, and academic departments; interpreting and presenting on graduate enrollment trends and the graduate admissions landscape to key audiences; providing vision and direction on financial assistance models for graduate programs; contributing to or leading communications and marketing initiatives; managing Slate software and other relevant technical platforms, in conjunction with Information Technology Team; presenting on university graduate programs to prospective and admitted students from a diverse array of backgrounds and with a diverse set of academic interests; and mentoring and developing the office's professional and administrative staff.

Essential functions as a Senior Director of Graduate Admissions AS&E:

- Leads strategic enrollment management planning to support institutional goals, creating short- and long-term recruitment and enrollment initiatives in response to the evolving graduate admissions landscape.
- Creates and manages data reporting; serves as the lead in analyzing graduate admissions data, identifying areas for program growth, assessing current initiatives, and developing new data-informed strategies.
- Provides direction on scholarships and financial aid for graduate programs by partnering with Deans' offices, the financial aid office, and key stakeholders to develop and implement effective

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models.

- Manages strategic admissions operations by overseeing technical and operational workflows, continuously identifying improvements for more impactful and sustainable processes, and ensuring scalability for growing inquiries, applications, and enrollments.
- Directs and leads a graduate admissions team of 9+ professionals, setting goals, mentoring, providing feedback, evaluating performance, supporting professional development, and fostering an inclusive and collaborative work culture.
- Oversees daily admissions operations for the Graduate School of Arts and Sciences and the School of Engineering; collaborates with Information Technology & Student Services tech team to manage Slate.
- Coordinates and leads meetings—virtual and in-person—with Deans, Executive Administrative Deans, Directors of Graduate Studies, faculty, communications teams, financial aid staff, and others to align with enrollment objectives.
- Develops and manages recruitment content strategy in alignment with brand, marketing, and communication plans; works with Deans and communications teams to ensure effective delivery through websites, social media, and multiple drip marketing campaigns.
- Acts as a key advocate for graduate student recruitment across both schools, ensuring alignment of practices and policies with best practices in graduate enrollment management.
- Monitors and evaluates the effectiveness of admissions policies and procedures, leading continuous improvement efforts.
- Designs and leads virtual and in-person information sessions, campus tours, and open houses; presents on Tufts University's graduate programs and admissions processes in a variety of formats and settings, including public-speaking engagements and written communications.

What We're Looking For

Basic Qualifications

- Bachelor's degree and progressively responsible experience in admissions, enrollment management, higher education administration, or a related field.
- Demonstrated leadership experience in managing professional staff and guiding teams to achieve strategic objectives.
- Strong analytical skills and experience interpreting data and using insights to support enrollment decisions and strategy.
- Demonstrated ability to manage multiple, complex projects with competing priorities and stakeholders.

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- Excellent communication skills including public speaking, interpersonal, and writing skills, especially in a highly collaborative environment.
- Experience with developing and implementing operational systems and processes for efficiency and impact.
- Knowledge of best practices, policies, and procedures in graduate enrollment.
- Experience with CRM and admissions software (e.g., Slate), and proficiency in Microsoft Office.

Preferred Qualifications

- Master's degree in higher education, business administration, public policy, or related discipline.
- Experience with graduate student recruitment and financial aid strategy development.
- Experience with marketing and communications in higher education.
- Knowledge of data visualization tools and techniques.
- Experience influencing senior leadership and working across academic departments.
- Experience planning and executing in-person and virtual recruitment events.
- Demonstrated commitment to diversity, equity, and inclusion in graduate education.

Pay Range

Minimum \$114,200.00, Midpoint \$142,750.00, Maximum \$171,350.00

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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