

Assistant Director, Employer Relations
Tufts University

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

Job Title	Assistant Director, Employer Relations
Department	Career Center
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing
Job Website	https://jobs.tufts.edu/jobs/22011?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts Career Center provides comprehensive career development assistance to undergraduates, graduate students, and alumni from the School of Arts and Sciences, School of Engineering, and the SMFA at Tufts. We provide individual career advising, online resources, workshops, career and internship fairs, networking and presentations with alumni and employers, job and internship search assistance, and online job and internship listings. Through the Campus Recruiting Program, the employer relations team within the Career Center works closely with employers to arrange various types of programming including workshops, resume collections and interviews, industry nights, as well as career fairs throughout the academic year.

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What You'll Do

As a member of the Employer Relations team in the Tufts Career Center, the Assistant Director supports a comprehensive employer engagement effort to increase internship/co-op and full-time opportunities for students and alumni. The position involves daily relationship building with contacts from public and private corporations, non-profits/NGO's and government agencies. The Assistant Director will help identify employer partners in various assigned industry sectors (usually 3 sectors) and engage the employer in strategic recruitment efforts in partnership with Tufts, including various events, activities, and academic department opportunities. The Assistant Director will regularly participate in employer engagement (on and off-site) to consult with organization representatives on recruiting strategies; therefore, they must be able to clearly and convincingly articulate the value of a Tufts education and effectively market Jumbos to potential new employers. The Assistant Director is part of an employer relations team of 3 people, including an Associate Director and a Recruitment Coordinator, as well as a larger career center team of roughly 20 staff members that implements marketing strategies for the Career Center to ensure high visibility, engagement, and integration across the university community and beyond.

Employer Relations:

- Identify and develop new relationships with diverse employers across the private, non-profit, and public sectors, in key areas of interest to our students to expand the opportunities available for full-time employment and internships, including rotational and pipeline programs.
- Foster a strong alumni network within the private and public sectors to increase our ability to connect with hiring managers and opportunities for Tufts students in the Schools of Arts & Sciences, the School of Engineering, and the School of Museum of Fine Arts (SMFA) at Tufts
- Daily engagement with the career center online recruitment platform, Handshake, as well as our CRM for managing employer relationships called Less Annoying CRM.
- Gathers and utilizes employer and hiring data, as well as creates and utilizes surveys for various employer engagement events to assess student interest and ROI for employer activities each year.
- Expand interaction of employers and students through career fairs, info sessions, site visits, virtual events, networking nights, off-campus recruiting events, and other creative means.

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- Develop appropriate marketing materials (web, print, email) to represent the University to employers
- Steward positive relationships with employers who have active recruiting programs with Tufts and coach all employers on how to increase their visibility through a variety of methods on campus.
- Facilitate consultative conversations with employers around hiring a broad range of students across Tufts and support employers with expanding these efforts through various partnership opportunities with Tufts University.
- Link employers with appropriate faculty and departments based on their alignment with majors, minors, and academic programs.
- Conduct assessment of current employers according to industries and majors recruited, and survey students to assess interests using Qualtrics surveys
- Provide career opportunities to a diverse student population and make all opportunities accessible to all students as well as infuse broad perspectives in all programming, events, and created content.
- Collaborate with faculty and other offices and departments to develop and promote services/resources and recruiting options to students/alumni/employers.
- Partner with Recruiting Coordinator to support and expand the recruiting efforts at Tufts and expand communication and outreach efforts to employers through newsletters, blogs, and other email communications.
- Work with alumni career services staff to identify alumni contacts in potential hiring organizations for various events and activities at Tufts
- Maintain current knowledge and educate constituents on industry trends, employer culture, and hiring processes in assigned industry/sectors.
- Supervise 1 student employee to support the employer engagement efforts at Tufts University.

Marketing and Communications:

- Develops, implements, and evaluates outreach strategies and initiatives to various constituencies.
- Serves as the employer relations representative on the marketing committee that meets weekly.

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- Serves as a liaison to one of the identity-based centers on campus to partner on developing resources, programming and provide ongoing communication between the offices.
- Drafts, edits, and coordinates the design of polished, and effective digital and print content including: program announcements, outreach brochures and materials, Career Center website content, feature stories, e-news newsletter, programs, invitations and press releases, and creates and publishes blog posts for the employer relations team website (4-6) per semester as well as contributes to the monthly Employer Newsletter.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree and 2-3 years of related professional experience including: career/academic advising, business operations, communications/marketing, recruiting or human resources
- Strong relationship building, program management, event planning, problem-solving and communication skills
- Proven presentation skills and comfort level in navigating a complex university setting as well as partnering with employers in the private and public sector, academic communities, as well as a diverse population of students, alumni, faculty, and parents.
- Knowledge of national trends in career services, the job market, and diverse student populations
- Excellent written and oral communication skills, strong customer focus, attention to detail and an ability to deal with frequent interruptions
- Ability to market Tufts students and establish relationships with employers
- Strong technical skills: database/CRM management (LessAnnoyingCRM) and familiarity with web-based recruiting software (Handshake preferred), client management systems, Microsoft Office (including excel) and online resources. Expertise in social media such as LinkedIn, Facebook, Twitter, and experience utilizing software such as Canva.
- A demonstrated commitment to building an inclusive environment within the Career Center
- Knowledge of general office procedures, including proficiency in MS Office

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- Must be willing to travel and work evenings and occasional weekends as needed

Preferred Qualifications:

- Master's Degree in Higher Education, Counseling, or related field of study

Special Work Schedule Requirements:

This is a hybrid position expected to be in the office 2-3 days per week. The role may also need additional days in the office, depending on employer engagement activities during a given week. There will be some evenings and/or weekends expected for various events such as career fairs, networking nights, as well as other meetings and career center activities.

Pay Range

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

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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