

Assistant Registrar, Curriculum Management  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=259440>

Downloaded On: Dec. 7, 2025 2:38am

Posted Jul. 8, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Assistant Registrar, Curriculum Management
<b>Department</b>	Student Administrative Services
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 8, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Enrollment Management/Registrar
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22031?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22031?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### Overview

Under the leadership of the Associate Dean for Student Administrative Services, the Registrar's Office is responsible for secure maintenance of student academic records and compliance with FERPA and other federal and state regulations related to the records for the undergraduate and graduate students in the Schools of Arts, Sciences, and Engineering and for non-matriculated students through University College. The Registrar's Office is supported by the curriculum and space management staff, records management staff and Student Services. Student Services is the first point of contact bridging academic and administrative functions and services at Tufts. Student Services provides a wide range of support, from guidance on how to pay tuition, apply for financial aid, obtain a transcript, register for classes, and leverages their service center structure in support of other student facing department's service needs when appropriate. Student Services collaborates with students, families, faculty, staff, and outside agencies to provide accurate and timely information and support of the completion of university transactions, as they relate to their areas of expertise.

### What You'll Do

The Assistant Registrar for Curriculum Management oversees the comprehensive processing of course scheduling and registration operations. Collaborating closely with the Associate Registrar, the Assistant Registrar will:

- Contribute to strategic planning and operational improvements within the Registrar's Office.
- Directly supervise the Academic and Event Scheduling Coordinator, ensuring the optimal use of classroom spaces while aligning scheduling efforts with university initiatives.
- Play a critical part in driving continuous process improvements and leveraging technology to enhance services.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- 1-3 years of experience in higher education, preferable in the Registrar's office
- Management experience
- Excellent communication, organizational, and problem-solving skills
- Ability to think systematically and adjudicate policy equitably
- Ability to use all aspects of Microsoft office and Zoom

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- Skilled Experience with Student Information System, and space scheduling system, preferably with PeopleSoft and EMS

**Pay Range**

Minimum \$60,000.00, Midpoint \$75,000.00, Maximum \$90,100.00

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**

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