

Director of Graduate Recruitment
Tufts University

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Posted Aug. 15, 2025, set to expire Dec. 31, 2025

Job Title	Director of Graduate Recruitment
Department	Office of Graduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Enrollment Management/Registrar Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/22227?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Graduate Admissions supports the enrollment objectives of the Graduate School of Arts and 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 and Sciences.

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What You'll Do

Reporting to the Senior Director of Graduate Admissions, the Director of Graduate Recruitment within the Office of Graduate Admissions **provides strategic leadership and operational oversight of all recruitment and outreach initiatives** for the School of Engineering and the Graduate School of Arts and Sciences, including for both residential and online graduate programs. Primary responsibilities include:

- Managing a team of Graduate Admissions Counselors
- Oversight of all recruitment travel and events
- Development of an engaging outreach and communication strategy aligned with the university's enrollment goals

The Director of Graduate Recruitment will play a key role in developing an entrepreneurial and differentiated recruitment and outreach plan for a growing portfolio of online graduate programs with the goal of increasing online enrollment.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree
- 8+ years of professional experience in graduate admissions, recruitment, and/or a very closely related education field, including 3+ years in online recruitment
- Experience managing a team
- Knowledge of Microsoft Office Software Suite
- Ability to multitask, assess priorities, and work as a member of a team
- Outstanding interpersonal skills and a collaborative mindset
- Outstanding written and public speaking communication skills
- Commitment to diversity, inclusion, equity, justice, and antiracism
- Experience working in partnership with faculty and departments

Preferred Qualifications:

- Knowledge of Slate Technologies software
- Experience managing a recruitment budget

Pay Range

Minimum \$106,100.00, Midpoint \$132,600.00, Maximum \$159,100.00

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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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