

## Director of Graduate Recruitment Tufts University

Direct Link: <a href="https://www.AcademicKeys.com/r?job=261189">https://www.AcademicKeys.com/r?job=261189</a>
Downloaded On: Oct. 16, 2025 9:11pm
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 Sciencesand the School of Engineering at Tufts University. Graduate Admissions supports the Deans of each school, andmembers of the faculty, on the coordination of all aspects of graduate student recruitment, applicationmanagement, 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 TuftsUniversity. 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 Officeof Graduate Admissions**provides strategic leadership and operational oversight of all recruitment and outreachinitiatives**for the School of Engineering and the Graduate School of Arts and Sciences, including for both residentialand online graduate programs. Primary responsibilities include:

- Managing a team of Graduate AdmissionsCounselors
- 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 willplay a key role in developing an entrepreneurial and differentiated recruitment and outreach plan for a growingportfolio 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 avery 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 Technolutions 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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