

Assistant Director of Career Services Programs & Events
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=261231>

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Posted Aug. 18, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Director of Career Services Programs & Events
Department	School of Medicine Graduate Programs Career Service
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs
Job Website	https://jobs.tufts.edu/jobs/22219?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The Tufts School of Medicine Graduate Programs Career Services provides comprehensive career development assistance to graduate students and alumni in multiple master's and doctoral programs. We provide individual career advising, guidance in securing field experiences (applied practices), drop-in hours, online resources, workshops, clinical school advising, career and internship fairs, networking and presentations with alumni and employers, job and internship search assistance, and online job and internship listings. We strive to prepare students and alumni to proactively manage their careers so they can have the impact in the world they desire.

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What You'll Do

The Assistant Director, Programs and Events plays a critical role in planning, creating, coordinating, and executing a wide range of programs and events to enhance the career success of our 1000+ students and alumni. This position reports to the Director, Career Services and collaborates with the Career Services team, students, staff, faculty, and external partners to deliver inclusive, engaging, and impactful experiences for the campus community. Additionally, they will advise our students and alumni on their career needs.

PROGRAM AND EVENT MANAGEMENT

- Lead all programs and events held by the Career Services team, including virtual career fairs, in-class training (on campus and virtual), employer information sessions, and others supporting students in the Master of Public Health, Master of Biomedical Sciences, MS- Physician Assistant, and Doctor of Physical Therapy programs.
- Collaborate with the Career Services team on event needs and delivery.
- Update and create content for in-class trainings, including presentations, exercises, discussion prompts, and pre-class readings.
- Host, present, and/or train students and alumni at events.
- Collaborate with Graduate Program faculty, staff, and student groups on event programming needs.
- Create virtual events in Handshake and Zoom.
- Secure Tufts Technical Services support for events as needed.
- Secure space, food, and technical requirements for on-campus events as needed.
- Schedule staff coverage for events.
- Troubleshoot issues that arise during events.
- Create collateral material in Canva, Word, PowerPoint, Videos, and other media as needed
- Compose and send online marketing for three annual career fairs, information sessions, and other recruitment events to employers in healthcare, government, non-profit, and for-profit sectors throughout the US.
- Compose and send online marketing for all Career Services events to students and alumni in Handshake, Canvas, LinkedIn, and other social media.
- Promote Career Services events by other suitable means to employers, students, alumni, faculty, and staff
- Adjust events based on Qualtrics survey responses and other feedback.
- Create, distribute, and analyze Qualtrics evaluation surveys.
- Develop new events to assist students and alumni in securing fieldwork, internships, and jobs; improve their knowledge of their profession's job market; and build their professional community.
- Contribute to the content of the Career Center website and social media accounts.
- Develop, implement and evaluate outreach strategies and initiatives to various constituencies with a primary focus on students.
- Document and update event management processes in the Career Services Manual.
- Report regularly on events' status, progress, registrations, engagements, and evaluations.
- Ability to respond to new requests as needed

CAREER ADVISING

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- Advising areas include, but are not limited to: career exploration and self-assessment, resume creation, professional communication, job and internship searches, offer negotiation, mock interviews, and using social media in the job search
- Counsel students on securing preceptors for capstone and applied practicum experiences.
- Facilitate mock interview sessions for medical and other clinical school applications as well as for job interviews.
- Provide individual career advising through in-person, email, phone, and Zoom appointments and drop-ins
- Track/document advising sessions (e.g., individual appointments, email, Zoom, and telephone consultations) for management reporting purposes

PROFESSIONAL KNOWLEDGE

- Learn and follow Tufts best practices and methods for administrative processes.
- Participate in weekly office and department meetings.
- Maintain current knowledge and educate constituents on industry trends, employer culture and hiring processes in assigned industry/sector.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through Bachelor's Degree and 2-3 years of related professional experience including career/academic advising; event management, recruiting or human resources.
- Ability to continually manage several events in varied stages of execution.
- Strong relationship building, project management, event planning, problem-solving and communication skills.
- National trends in the job market, career services, and diverse student populations.
- Excellent written and oral communication skills, strong customer focus, attention to detail and an ability to deal with frequent interruptions.
- Job search and hiring processes, personnel, and technology, including AI, HRIS or ATS.
- Ability to market to diverse audiences of employers, students, alumni, and faculty
- Strong technical skills; database management and familiarity with web-based recruiting software (Handshake preferred), client management systems (Salesforce preferred), Microsoft Office (including Excel), learning management systems (Canvas preferred), and online resources. Expertise in social media such as LinkedIn, Instagram, and blogs.
- Proficient in general office procedures, including proficiency in MS Office
- Ability to supervise student assistants and interns
- Be timely in acknowledging and responding to needs.
- Must be willing to work evenings and occasional weekends as needed

Preferred Qualifications:

- Master's Degree in Higher Education, Counseling, Business Administration, Human Resources or related field preferred

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- Experience working in a college or university setting.

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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