

Assistant Director Admissions
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=262296>

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Posted Sep. 10, 2025, set to expire Jan. 22, 2026

Job Title	Assistant Director Admissions
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/22326?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The directive of the Office of Admissions is to ensure enrollment of well-rounded incoming students and residents. The department manages the recruitment, application, review, and acceptance process for over 4,000 DMD applications, 1000 postgraduate applications and over 1000 International DMD applications each year. This includes selection of candidates for interviews, coordination for, and participation in approximately 50 interview days each year, in addition to recruitment and special events.

What You'll Do

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- In coordination with Director of Admissions, the Assistant Director reviews DMD applications and works with the Admissions Committee to determine final status of each applicant.
- Manage Calendly and other recruitment systems for TUSDM programs to ensure the application process runs smoothly.
- Maintain and develop connections with key institutions/other stakeholders outside of TUSDM to assist in maintaining strength of the applicant pool.
- Collaborate with University Marketing and Communication department, Alumni and Development office, Tufts undergraduate and graduate programs, University College, and predoctoral programs.
- The Assistant Director will provide general marketing and communication support for the department.
- Support and assist with the organization, coordination, and implementation of all internal departmental procedures including, but not limited to,
 - the annual review
 - production of publications and application materials
 - updating admissions website
 - processing and reviewing admissions applications
 - updating SIS and Webadmit
 - departmental database
 - generating statistical reports
 - assisting with facilitation of Admissions Committee meetings
 - communicating outcomes to applicants
 - corresponding with accepted and waitlisted applicants.
- Other duties as assigned.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree.
- Experience with Microsoft Office suite programs.
- Background in professional program admissions.

Preferred Qualifications:

- Experience with WebAdmit.
- Knowledge of Calendly.
- Experience in recruitment and outreach programs.

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Special Work Schedule Requirements:

The tasks of this position will adjust to the needs of the office throughout the application cycle. This position will be hybrid with at least three days in office required. Some travel will be expected of this position for recruitment purposes. Representing the school at various events will require some flexibility of time and will include some non-standard work hours.

Pay Range

Minimum \$54,500.00, Midpoint \$68,100.00, Maximum \$81,700.00

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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