

Professional Development Program Director Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=262297>

Downloaded On: Sep. 10, 2025 6:16pm

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

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| Job Title | Professional Development Program Director |
| Department | Graduate School of Arts and Sciences |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Sep. 10, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Teaching & Learning Graduate Education Continuing Education/Distance Learning |
| Job Website | https://jobs.tufts.edu/jobs/22313?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

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The Graduate School of Arts and Sciences (GSAS) Dean's Office supports the vision and strategy of the Graduate Dean and strives to create an intellectually engaging experience for the graduate students. The office interacts with all administrative units that touch graduate students, including academic affairs, admissions, student affairs, and alumni development. The office oversees the admission of students to all graduate degree programs, awards scholarships, fellowships, and teaching assistantships in consultation with academic departments, and reviews academic standing and policies governing all graduate students in Arts and Sciences. The office also oversees curriculum changes across and development of new graduate programs, as well as develops and implements Academic and professional development programs for graduate students.

What You'll Do

The Director of Professional Development will lead GSAS efforts to prepare graduate students for diverse career pathways by expanding and coordinating professional development and experiential learning opportunities. The Director is responsible for:

- Cultivating employer and alumni partnerships
- Designing and managing GSAS-wide programs such as internships, practicums, and applied research projects
- Supporting academic units in tailoring discipline-specific models of field-based learning.

This individual will serve as a primary liaison between GSAS, external partners, and internal stakeholders to ensure students across postbaccalaureate, master's, and doctoral programs have access to meaningful career preparation experiences. By aligning professional development initiatives with institutional priorities and workforce trends, the Director strengthens GSAS's ability to support student success from enrollment through post-graduation outcomes.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Master's Degree and 7-10 years of progressively responsible experience in graduate career services, employer engagement, experiential education, or a related field, in higher education
- Demonstrated success building and sustaining partnerships with employers and external organizations

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- Experience developing, implementing, and evaluating experiential learning programs for advanced-degree students
- Strong communication, program development, and facilitation skills; ability to collaborate effectively across departments and with diverse stakeholders
- Commitment to fostering inclusive and equitable professional development environments

Preferred Qualifications:

- Familiarity with the institutional context and graduate program structures, including doctoral and master's programs across the arts, sciences, and interdisciplinary fields
- Understanding of employment trends and experiential education models relevant to graduate-level training
- Proficiency in managing data for program assessment and improvement

Special Work Schedule Requirements:

Pay Range

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

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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