

Assistant Director of Admissions
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=262664>

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Posted Sep. 17, 2025, set to expire Jan. 30, 2026

Job Title	Assistant Director of Admissions
Department	The Gordon Institute (TGI)
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 17, 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/22340?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Assistant Director of Admissions plays a key role in supporting The Gordon Institute (TGI) at Tufts University's recruitment and admissions efforts to meet enrollment goals. This position serves as a primary contact for prospective students, manages key aspects of the admissions process, and contributes to the development of effective recruitment strategies. The Assistant Director works closely with the Director of Graduate Student Recruitment, TGI, as well as marketing and academic program staff, to deliver a seamless and student-centered admissions experience.

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What You'll Do

Student Recruitment

- Execute recruitment activities that support enrollment goals set in collaboration with supervisor and TGI leadership.
- Plan and facilitate virtual, on-campus, and off-site recruitment events; serve as host and presenter.
- Represent TGI at external recruitment events including college fairs, company visits, and professional conferences.
- Serve as a primary resource for prospective students by responding to inquiries, providing program details, and offering guidance through the admissions process.
- Track and document prospective student engagement throughout the admissions funnel.
- Collaborate with colleagues in marketing and program operations to ensure smooth implementation of recruitment efforts.
- Supervise and mentor student interns.

Admissions Management

- Support the implementation of TGI's admissions policies and procedures.
- Serve as a main point of contact for applicants throughout the process, from application submission through enrollment.
- Participate in application review and admissions decision-making, including conducting applicant interviews.
- Manage application processing: track applicant status, organize review meetings, document decisions, and ensure accurate data entry.
- Act as liaison with the Tufts Office of Graduate Admissions and other campus partners involved in admissions.
- Train, coordinate, and oversee part-time application readers.

Admissions Data and Reporting

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- Uses Slate (primarily) and other data management tools to support work
- Create and maintain admissions dashboards to track recruitment and application trends.
- Monitor key performance indicators and provide actionable insights to inform recruitment strategies.
- Collaborate with staff to identify and refine the metrics most critical to admissions success.

Recruitment Strategy & Planning

- Contribute to the development, assessment, and refinement of recruitment strategies to achieve enrollment goals.
- Share insights from admissions activities with marketing and program operations colleagues as well as faculty to evaluate and inform outreach and onboarding efforts.
- Stay informed about trends, peer institutions, and best practices in graduate admissions.
- Engages with ongoing anti-racist work including examination of admissions policies that inhibit access and equity.

Additional Responsibilities

- Provide general support to the admissions team and assist with other admissions-related initiatives as assigned.

What We're Looking For

Basic Requirements:

- Bachelor's degree and 2+ years of experience in admissions, college counseling, or related field
- Proficiency with CRM management software and Microsoft Office suite
- Strong public speaking and presentation skills
- Valid US Driver's license

Preferred Qualifications:

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- Experience with Slate
- Experience with committee-based evaluation or team-based reading

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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