

Associate Director, Tufts Global Education
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=264085>

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Posted Oct. 17, 2025, set to expire Feb. 28, 2026

Job Title	Associate Director, Tufts Global Education
Department	Global Education
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing International Programs/Study Abroad
Job Website	https://jobs.tufts.edu/jobs/22430?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Tufts Global Education serves as a hub of international programs and initiatives at the School of Arts and Science and School of Engineering. TGE oversees study abroad, international exchange programs, international learning collaborations, and faculty-led custom programs. We currently operate 11 of our own programs, Tufts Programs Abroad, in Chile, China, Ghana, Hong Kong, Japan, London, Madrid, Oxford, Paris, Pavia, and Tübingen. We facilitate student participation in approved partner programs throughout the world. TGE develops custom programs abroad during winter and summer sessions. Around 45% of the junior class studies abroad for a semester or a full academic year. We host international exchange students and visiting scholars who attend Tufts for an academic term or custom program. We offer international summer research and internship opportunities. The division works with faculty, students, and Tufts University on global engagement.

What You'll Do

The Associate Director of Global Education strengthens university relationships and drives external student enrollment in Tufts Programs Abroad through strategic outreach and collaboration. This role **leads efforts to expand participation in Tufts-owned study abroad programs by cultivating and managing partnerships with external institutions.** Central to this role is creating marketing and communication content highlighting Tufts Programs Abroad and summer programs. The Associate Director will also:

- Manage the enrollment, billing, and communication with the students and sending institutions.
- Develop and execute outreach and marketing strategies, building scalable systems to onboard outside students, and overseeing related administrative processes.
- Collaborate across internal teams to promote programs, deliver high-quality service to partner schools and their students, and craft targeted communications for diverse audiences (e.g., students, faculty, and study abroad administrators).

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree in international education, marketing, higher education administration, or related field
- 5-7 years min. of experience in study abroad, international education, or higher education partnerships, communications, institutional relations, or sales within higher education or study abroad

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- Strong background in marketing, outreach, and relationship management
- Strategic thinker who will collaborate with internal and external partners
- Experience with CRM/database systems and student records management
- Excellent oral, written, and public-speaking communication skills
- Superior administrative skills in billing, enrollment, and nomination processes
- Ability to travel domestically and internationally
- Extremely detail-oriented, organized, and able to manage multiple projects
- Ability to thrive in a fast-paced work environment, collaborative culture, and tolerate disruptions in the open floor plan
- Strong sense of self-initiative, while also receiving direction from the Associate Dean and Tufts Programs Abroad directors
- Ability to work occasional weekends, evenings, and holidays due to international time zones and varying calendars

Competencies

- Strategic outreach and marketing in higher education
- Partnership development and relationship-building
- Strong interpersonal skills and loves public speaking
- Student records and enrollment systems management
- Understanding of and commitment to privacy and confidentiality
- Event planning and outreach coordination
- Cross-cultural communication and collaboration
- Strong problem-solving, initiative, and follow-through
- Commitment to equity, diversity, and inclusion
- Proficiency with MS Office, Google Suite, Zoom, and CRM systems (Canvas, Canva, InDesign, Terra Dotta a plus)
- Experience working with diverse and international students and staff
- Growth mindset and commitment to professional development

Preferred Qualifications:

- Ideally, we are looking for someone to hit the ground running with experience in education abroad institutional or university relations from higher education or a study abroad provider with the knowledge gained from experience with outreach and marketing to key partners
- Openness to working with an international and intercultural team with varying work styles and cultures

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Special Work Schedule Requirements:

Must be able to travel domestically and internationally. Must be able to take occasional early morning phone calls due to international time zones, and able to work occasional evenings and weekends.

Pay Range

Minimum \$72,500.00, Midpoint \$90,700.00, Maximum \$108,900.00

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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