

Associate Director of Student Life
Tufts University

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Posted Nov. 3, 2025, set to expire Mar. 15, 2026

Job Title	Associate Director of Student Life
Department	Student Life
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 3, 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/22484?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Student Life at Tufts supports dynamic co-curricular learning and engagement for all undergraduate and graduate students within the School of Arts and Science, the School of Engineering at Tufts and the School of the Museum of Fine Arts (SMFA at Tufts). Through a wide range of campus programs and initiatives, Student Life creates and implements a wide variety of campus programs and initiatives. As a central resource that supports the dynamic engagement and wellbeing of all Tufts AS&E students, the Student Life at SMFA will coordinate communication between campus constituencies and departments. Student Life supports programs and activities to advance student learning; facilitate the coordinated support of individual students, and; work cooperatively with members of the faculty and the colleges' senior leadership team to ensure the successful achievement of institutional and divisional goals, vision, and values.

What You'll Do

The Associate Director of Student Life for the School of the Museum of Fine Arts (SMFA) at Tufts is responsible for the day-to-day operation of the Student Life office for both undergraduate and graduate students. Responsibilities include:

- Hiring, training, and supervising student life assistants to manage the SMFA Student Life service window.
- Overseeing student support, resources, and referrals to campus partners as well as managing orientation programs and new student experiences.
- Leads the planning efforts of SMFA Day during orientation, and represents SMFA on the larger Tufts Orientation planning committee.
- Collaborates with Dining and Transportation to ensure that SMFA students are provided with necessary resources.
- Develops and evaluates strategies, programs, and events to promote student engagement and student belonging in a diverse community.
- Supervises the Student Life Coordinator and assists with managing budgets.

What We're Looking For

Basic Requirements:

Knowledge and skills as typically acquired by:

- Bachelor's degree in a related area of study

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- 5+ years of experience in campus life or student activities
- Flexibility and adaptability to improvise successfully and confidently in rapidly evolving situations.
- Ability to be in person at least 3 days a week or more; must be available to be in person during start of semester first weeks, review boards, large student art shows and events, commencement, orientation, and other events as needed.
- Excellent problem solving and critical thinking skills; ability to manage and evaluate competing priorities and juggle multiple tasks to completion
- Ability to support and relate well to undergraduate and graduate students in a creative environment
- Excellent interpersonal skills, the ability to build strong relationships with members of diverse constituencies, and a successful track record of collaboration in achieving objectives.
- Experience planning and leading educational events and programs
- Experience implementing technology to create, deliver and evaluate programs

Preferred Qualifications:

- Master's degree in higher education, student development, or related field
- Experience working in an arts school, arts education, or arts related industry

Special Work Schedule Requirements:

This is a hybrid position. This position will work in person on campus for at least half the work week (3 or more days) during the fall and spring semesters while classes are in session, with more flexibility for remote work over the summer and during school breaks. There are periods of time and events in which in-person participation is required, and may require availability outside of regularly scheduled hours.

Pay Range

Minimum \$65,900.00, Midpoint \$82,300.00, Maximum \$98,800.00

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

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applying for or inquiring about this job announcement.

Contact

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