

Associate Director of Enrollment
Tufts University

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Posted Jan. 18, 2024, set to expire Dec. 31, 2024

Job Title	Associate Director of Enrollment
Department	School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Graduate Education Enrollment Management/Registrar Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/20066?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University School of Medicine Graduate Programs (TUSMGP) houses the programs that confer the Doctorate in Physical Therapy (DPT), Master of Public Health (MPH), Master of Medical Science (MMS) by the Physician Assistant Program, Master of Science in Health Informatics and Analytics (MS-HIA), and Master of Science in Biomedical Sciences (MBS).

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The [Office of Graduate Student Services](#) for the TUSMGP oversees the administrative operations of the Medical School's graduate programs inclusive of admissions, recruitment marketing, registration, career services, and student services functions for about 1,000 plus students on the Boston Health Sciences Campus.

?This role is offered as hybrid (combination of onsite and remote) where you are required to be onsite at our Boston (MA) Health Sciences campus 2-3 days per week. Specific days and schedule will be determined between you and your manager.

What You'll Do

The Associate Director of Enrollment contributes to the strategy to attract, recruit, and enroll students for the TUSMGP programs, while supporting day to day aspects of the Office. Working with the Director of Enrollment and Marketing, this position will play a major role in big picture projects such as creating and implementing recruitment plans. This is a visible role in the Office and with campus partners, toward a unified culture of graduate admissions.

Responsibilities include:

- Collaborate with the Director to design and implement strategic enrollment management and plans and take the lead on major projects such as scholarship strategy and practice.
- Manage efforts across the programs and academic leaders to support admission processes, including the formalization and implementation of policies.
- Own aspects of the CRM, Slate, including release of admissions decisions.
- Analyze data to determine success of marketing, recruitment, and admissions efforts.
- Liaise with campus constituents toward Office goals.
- Supervise 2 Admissions staff members.
- Support new program and site development, including articulation agreements.
- Serve as the point person when the Director is not available.
- Cross train on all graduate programs.
- Participate in on and off campus, virtual and in person recruitment and yield events as needed.

What We're Looking For

Basic Requirements:

- Bachelor's degree.

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- 5 or more years of progressively responsible experience in a college or university admissions office.
- Strong knowledge of higher education CRMs and SISs.
- Track record working with diverse populations.
- Excellent interpersonal and communication skills, including public speaking.
- Knowledge of Microsoft Office suite.
- Valid U.S. driver's license.
- Ability to work evenings and weekends as needed.

Preferred Qualifications:

- Master's degree in higher education or a related discipline.
- Knowledge of Slate, PeopleSoft, centralized application services and WebAdMIT.
- Graduate and/or health sciences focused experience.
- Supervisory experience.

Special Work Schedule Requirements:

- This is a hybrid position to work on campus 2-3 days each week

Pay Range

Minimum \$63,600.00, Midpoint \$79,500.00, Maximum \$95,400.00

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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