

Project Manager, Student Affairs Strategic Plans &  
Initiatives  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=202214>

Downloaded On: Oct. 1, 2023 9:04pm

Posted Dec. 21, 2022, set to expire Dec. 31, 2023

<b>Job Title</b>	Project Manager, Student Affairs Strategic Plans & Initiatives
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Dec. 21, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/18288?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/18288?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Division of Student Affairs supports dynamic co-curricular learning and engagement for all undergraduate and graduate students within the School of Arts & Sciences, the School of Engineering, and the School of the Museum of Fine Arts (SMFA@Tufts). As a central resource supporting the safety and wellbeing of all Tufts AS&E students, the Office of the Dean of Student Affairs promulgates community standards; coordinates communication between campus constituencies and departments; supports programs and activities to advance student learning; facilitates the coordinated support of individual students, and; works cooperatively with members of the faculty and the university's senior leadership team to ensure the successful achievement of institutional and divisional goals, vision, and values.

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### What You'll Do

Reporting to the Dean of Student Affairs and Chief Student Affairs Officer for AS&E, the Project Manager is responsible for a new functional area within the office of the Dean of Student Affairs (DOSA). The Project Manager will directly support and manage critical aspects of the Dean of Student Affairs' portfolio. Responsibilities include:

- Management of the Division's ongoing Strategic Planning process and ensuring initiatives move forward along agreed upon timelines.
- Manage unanticipated situations immediately in consultation with the appropriate staff.
- Contributing to the DOSA 5-year strategic plan currently being created and assist with its implementation and evolution, including creating and sustaining metrics and reports that evaluate the plan's progress on a quarterly and annual basis.
- Collaborating with stakeholders within the Student Affairs, AS&E, and other University departments as Tufts strives to enhance the student experience.
- Representing Divisional interests at meetings when appropriate.
- Preparing briefings, talking points, and Powerpoint presentations for the Dean and for the Senior Associate Dean/Deputy Chief Student Affairs officer on a wide range of topics, including but not limited to the strategic plan.
- Collaborating with the Senior Associate Dean/Deputy Chief Student Affairs officer to ensure the daily operations of DOSA are running effectively.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Master's Degree and 5-7 years' experience.

#### Preferred Qualifications:

- Experience providing leadership within a complex educational operation.
- Exceptional interpersonal and communication skills with the ability to exercise a high degree of judgment, diplomacy, and discretion.
- Demonstrated ability to handle and prioritize diverse tasks in a fast-paced environment in a calm and professional manner.
- Substantive experience working with students, faculty, staff, and families who come from a broad cultural and international demographic.
- Superb writing, public speaking, and social media skills.
- Evidence of success in fostering positive interactions and work with a diverse group of students, parents, faculty, staff and other stakeholders.
- Ability to work within and across a leadership cohort to build alignment around shared values and outcomes.
- Agility and familiarity with latest software, database systems, computer literacy.
- Strong commitment to supporting the university's goal of cultivating a diverse and inclusive community.
- Ability to work flexible hours, including evenings and weekends.

#### Special Work Schedule Requirements:



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This is a hybrid role expected to be on campus at least 1-2 days each week, and for specific meetings and programs as needed. Ability to work flexible hours, including evenings and weekends.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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