

Assistant Director Travel-Learn Office of Alumni  
Engagement  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=237164>

Downloaded On: Jul. 16, 2024 8:53pm

Posted Jun. 6, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Assistant Director Travel-Learn Office of Alumni Engagement
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 6, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Alumni Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20594?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20594?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The mission of the Office of Alumni Engagement is to inspire lifelong engagement with the Tufts Community. Through connections, shared experiences, and opportunities to give back, we empower Alumni to make an impact on each other and the University. This is accomplished through extensive programming initiatives in Boston, throughout the United States and around the world catering to a variety of alumni needs and interests. OAR is the key point of contact for all alumni of the University. The Office of Alumni Engagement plans events and programs including Alumni Weekend, Homecoming, Reunions, Lifelong Learning & Travel Learn, Career Networking, Alumni Awards, Senior Awards and Alumni Council meetings, as well as programming for current students of the University, soon to be alumni.

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## What You'll Do

In consort with the Director, develop and carry out programming that engages Tufts alumni, parents and friends with the intellectual life of the University. This is done by highlighting research and providing access to faculty via webinars, in person events (both on and off campus) and through the Travel-Learn program. Contribute to planning and execution of all Lifelong Learning programming and partner with internal constituencies to develop, engage and cultivate broadly across the whole alumni constituency (e.g. professional schools, age ranges, ethnic and cultural groups).

### Essential Functions:

#### Program/Event Planning and Management

- Assist in the development and execution of LLL department program (including two year plan for Travel-Learn trips).
- Develop and maintain, in consort with the director, collaborative relationships with faculty and tour operators
- Collaborate and strategize with the Director, OAE colleagues and campus partner to determine areas to develop and expand intellectual programming that appeals to, and deeply engage members of our alumni community who are not yet engaged.
- Manages all aspect of events that are meant to engage alumni with the intellectual life of Tufts University while maintaining a high level of attention to detail, accuracy and sensitivity; all the way through execution of select events.
- Travel occasionally (domestic and international) to ensure high quality execution of programs.
- Research to assess best practices among peer programs in order to identify opportunities for more creativity in our programs and broaden LLL programs appeal.

#### Marketing and Communications

- Implement comprehensive marketing efforts of all LLL programs and assist the Director in overseeing marketing platforms for external audience (website, print catalog, magazine ads, brochures, flyers, etc.).
- Writes, edits, and contributes in design discussions with the goal of effective and attractive marketing initiatives that are in line with Advancement messaging and the goal of engaging all members of the alumni community.
- Review and approve all materials sent by tour operators to travelers.
- Collaborates with Advancement communication partners to execute marketing strategies.

#### Operations

- Maintain Travel-Learn database of trips and help manage registration process (that is carried out by the Admin Assistant).
- Oversee pre-departure communications and document production. Help prepare faculty for trips.
- Conduct surveys; record and analyze historical data and metrics



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Miscellaneous

- Provide customer service for potential and registered participants of programs (especially trips). This will involve answering calls and emails and following up with tour operators when necessary
- Other duties as assigned by the Director of Lifelong Learning.

**What We're Looking For**

**Basic Requirements:**

- Bachelor's Degree and 3-5 years related experience.
- Knowledge and experience in alumni relations or related field.
- Strong interpersonal and relationship building skills.
- Excellent writing and communication skills.

**Preferred Qualifications:**

- Demonstrated knowledge of complex program management in higher education or a non-profit setting.
- Must have the ability to manage many projects/tasks and competing priorities.
- A good understanding of marketing and promotion practices with a goal to reaching diverse audiences preferred.
- Show an in-depth understanding of strong customer service.

**Pay Range**

Minimum \$52,600.00, Midpoint \$65,750.00, Maximum \$78,900.00

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



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applying for or inquiring about this job announcement.

**Contact**

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