

Admissions Counselor Tufts University

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Posted Jul. 8, 2024, set to expire Dec. 31, 2024

Job Title	Admissions Counselor
Department	Office of Graduate Student Services
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Admissions/Student Records/Registrar
Job Website	https://jobs.tufts.edu/jobs/20664?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University School of Medicine's 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).

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.

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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 Admissions Counselor will participate in recruitment, admissions, outreach, and yield related to the effective recruitment, admissions, and enrollment of a diverse, talented student body.

Responsibilities include:

- Cross trains on all graduate programs, with an assigned, focused portfolio
- Processes applications through the funnel to ensure they are complete
- Conducts outreach to prospective students and applicants to encourage conversion down the funnel and uses Slate CRM in support of the efforts
- Liaises with program directors and other faculty and staff toward admissions and recruiting goals
- Meets with prospective students virtually and in person
- Organizes and conducts on campus and virtual open houses and information sessions
- Supports yield activities including outreach and events
- Assists with operational needs related to enrolling students, including but not limited to final official transcript collection
- Travels regionally and nationally to recruitment events, including large scale conferences, college fairs, and school presentations
- Supports feeder school relationship development including research, outreach, and scheduling and conducting information sessions
- Creates and update competition analyses and special projects as assigned

What We're Looking For

Basic Requirements:

- Earned bachelor's degree
- Up to 2 years of related experience working or volunteering in an admissions office

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- Familiarity with higher education technology such as CRMs and SISs
- Knowledge of admissions funnel, outreach, and yield strategies
- Track record working with diverse populations
- Excellent written and oral communication skills, including presenting
- Customer service and relationship building skills
- Ability to work independently and part of a team
- Ability to travel regionally and nationally
- Knowledge of Microsoft Office Suite
- Valid U.S. driver's license

Preferred Qualifications:

- Slate, centralized application services and/or WebADMIT experience
- Graduate admissions experience

Special Work Schedule Requirements:

- This is a hybrid position to work on campus 2-3 days each week
- Some nights and weekends are required

Pay Range

Minimum \$48,500.00, Midpoint \$60,750.00, Maximum \$73,000.00

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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