

Director of Admissions, Communications and Outreach
Tufts University

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Posted Sep. 5, 2024, set to expire Jan. 18, 2025

Job Title	Director of Admissions, Communications and Outreach
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Communications/Public Relations Admissions/Student Records/Registrar
Job Website	https://jobs.tufts.edu/jobs/20911?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Undergraduate Admissions is responsible for the recruitment, selection, and enrollment of the first-year and transfer class each year for the School of Arts & Sciences, School of Engineering, and the School of the Museum of Fine Arts at Tufts. Admissions is charged with meeting various enrollment goals across schools and programs.



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What You'll Do

A cover letter and resume are required for this position.

Reporting to the Dean of Admissions, the Director of Communications and Outreach serves as a member of the undergraduate admissions leadership team, developing and implementing office-wide strategy, policy, and practice with colleagues. The Director is responsible for ensuring that Tufts Admissions develops and executes communications that are engaging, informative, and accessible to a wide spectrum of students, school counselors, and college access advisors that we strive to reach. The Director also plays a leadership role in ensuring completion of all undergraduate application evaluation processes throughout the cycle. To accomplish these goals, the Director will oversee staff members with direct responsibility for leading the communications, outreach and access, and selection portfolios.

In addition to executing the assigned responsibilities, the Director's effectiveness will rely on their ability to contribute to and enhance a workplace culture that values mentorship, professional development, and comprehensive training. This role requires strategic thinking and a strong understanding of how prospective students and applicants engage with institutions throughout the applicant lifecycle. The Director will be responsible for ensuring consistent messaging through all written communication, print publications, and oral presentations (both on-campus and off-campus). The Director will ensure that Tufts offers an outstanding and authentic campus and virtual experience to prospective applicants, admitted students, and community organizations through purposeful and relevant programs. The Director will ensure that application review is completed in an effective and timely manner, in line with office and training protocol. The Director will partner with the Dean of Admissions and Director of Undergraduate Admissions to ensure enrollment objectives are met.

The Director must be an approachable leader with excellent communication skills, who is comfortable soliciting and providing feedback. A commitment to customer service, an eagerness to engage in-person with diverse audiences, an ability to delegate, and a genuine interest in mentoring colleagues at all levels of the organization are all essential qualities of a successful Director candidate.

While this is a hybrid position, there is an expectation of regular campus presence throughout the year.



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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically applied through a Bachelor's degree or higher degree
- 8+ years of progressively responsible experience in highly selective admissions
- Prior professional staff supervision
- Demonstrated ability to create, implement, and lead office-wide initiatives and revise over time based on feedback, office needs, and experience
- Previous experience working with diverse student populations and/or access-focused initiatives
- Proven relationship-building with school counselors and community-based organizations
- Outstanding communication, public speaking, and interpersonal skills
- Proven ability to establish and maintain relationships with internal and external partners
- Cultural sensitivity and a willingness to work with diverse populations

Preferred Qualifications:

- Fluency in a second language
- Strong understanding of, and experience with, Technolutions Slate
- Strong knowledge and understanding of the Tufts University undergraduate experience
- Prior leadership in and/or management of communications, access-oriented, or selection portfolios

Pay Range

Minimum \$78,050.00, Midpoint \$97,600.00, Maximum \$117,150.00

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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