

Assistant Director, Recruiting and Admissions
Tufts University

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Posted Jan. 13, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Director, Recruiting and Admissions
Department	The Fletcher School
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Financial Aid Admissions/Student Records/Registrar
Job Website	https://jobs.tufts.edu/jobs/21281?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School at Tufts University is a preeminent graduate school for international relations and global affairs. Headquartered at Tufts University's Medford-Somerville campus, The Fletcher School prepares leaders to respond to challenging problems, using effective – and empowering – approaches, tools, techniques, and lenses for more than 90 years.

Fletcher's degree programs include the flagship Master of Arts in Law and Diplomacy (MALD), as well as master's degrees in international business (MIB), global affairs (MGA), international law (LLM). Students can also pursue a mid-career master's degree (MA), as well as a PhD in International Relations. The Fletcher School also is home to the online Master's in Global Business Administration (GBA) and the Global Master of Arts Program (GMAP), a mid-career program focused on leadership

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for senior professionals.

The Office of Admissions and Financial Aid serves as the gateway to The Fletcher School, helping candidates see themselves at The Fletcher School, understand Fletcher's offerings, apply for admission, and make a decision to enroll at Fletcher.

What You'll Do

The Assistant Director will identify and nurture leads, and recruit prospective domestic and international applicants to grow enrollment for the online and hybrid programs. This professional will nurture leads (via phone calls, e-mail, one-on-one consultations, and group information sessions), as well as communicate with applicants throughout the entire admissions cycle regarding application completeness and status. This position also will serve an important role in handoff from the admissions team to the program administration team for orientation. Having knowledge of all Fletcher programs will serve this role well in counseling students. Primarily, this individual will focus on the online Master of Global Business Administration (GBA) program, and – under the direction of the Director of Admissions and Financial Aid – also will provide support for recruitment for the Global Master of Arts Program (GMAP).

Essential Functions:

- Serves as the primary contact for prospective students and applicants to assigned programs, and creates a positive applicant experience and connection to The Fletcher School.
- Participates in facilitating and expediting the committee review process, ensuring that candidates are having the most expeditious process possible.
- Builds the applicant pool through active engagement with leads and prospects, ensuring a sufficiently large and high-quality pool of applicants to meet program enrollment goals.
- Serves as a liaison from the Office of Admissions and Financial Aid to the Dean of Global Business and the Fletcher Business Education team, ensuring appropriateness of recruiting communications, messaging, and overall approach to applicant engagement.
- Regularly collaborates with the Office of Communications, Marketing, and Public Relations (CPRM), and the Associate Director of Enrollment Marketing on communications and messaging.
- Checks that website and applicant email communiques are accurate and up to date.
- Develops and assesses recruitment strategies and tactics, in collaboration with members of the Admissions and Financial aid team and school leadership.

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- Represents The Fletcher School (generally) and assigned degree programs (specifically) at both on-campus and off-campus recruiting events (e.g., graduate fairs, information sessions, school visits, etc.) for prospective students, locally, nationally, and internationally.
- Assists with office coverage during travel season etc., when office presence is diminished, for example.
- Partners with Admissions team colleagues, Dean of Global Business and Business Education team, and school leadership on scholarship awards designed to achieve enrollment objectives.
- Delivers data, insights, and updates to school leadership, program leadership, and other stakeholders that requires both comfort and familiarity with managing and sharing data, as well as tools and software to share and present data.
- Reads prospective student applications and recommends enrollment decisions to committee members.
- May participate in other duties as assigned, as business needs dictate.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by the completion of a Bachelor's degree and 2-5 years' work experience
- 1+ - 3 years of sales-oriented phone-based experience in a dynamic, metrics-focused, and team-based work environment
- Outstanding oral and written communication skills, including comfort speaking with groups of students, and ability to craft audience optimized messaging
- Management of complex processes and projects across teams and stakeholders
- Strong ability to form interpersonal relationships, necessary to engage prospective applicants
- Working knowledge of enrollment CRM systems (currently Slate by Technolutions at The Fletcher School), student information systems, Microsoft Office Suite and Zoom
- Understanding of higher education enrollment management and marketing practices
- Creativity, innovation, and flexibility in strategy development and execution
- Demonstrates professionalism, strong problem-solving abilities, and sound judgment when working with students along the prospective applicant journey



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Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

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