

Graduate Admissions Counselor - School of Engineering Tufts University

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

Job Title	Graduate Admissions Counselor - School of Engineering
Department	Office of Graduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	May 13, 2025
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/21872?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Office of Graduate Admissions supports the enrollment objectives of the Graduate School of Arts and Sciences and the School of Engineering at Tufts University. Graduate Admissions supports the Deans of each school, and members of the faculty, on the coordination of all aspects of graduate student recruitment, application management, and marketing and communications. Graduate Admissions processes more than 7,500+ applications annually to 30+ departments across 75+ programs for fall, spring, and summer entry to Tufts University. The Office of Graduate Admissions is also responsible for supporting the recruitment of online graduate programs for the School of Engineering and the Graduate School of Arts and Sciences.

What You'll Do

The Graduate Admissions Counselor is responsible for recruiting and enrolling qualified students into the university's School of Engineering graduate programs. This position focuses on guiding prospective students through the admissions process, promoting program offerings through virtual and in-person events, and helping achieve enrollment goals through proactive outreach, relationship building, and collaboration with internal and external stakeholders. The Graduate Admissions Counselor will also:

- Monitor and process students' admissions records in Slate to ensure efficient and timely communication.
- Proactively communicate with students regarding upcoming deadlines, missing requirements, and other pertinent admissions information, including yield communication.
- Execute and track the effectiveness of recruitment efforts such as email campaigns, calling strategy, and texting campaigns. Provide adjustments and enhancements based on campaign effectiveness.
- Meet Office of Graduate Admissions goals for inquiry and applicant contact, processing of applications, and virtual drop-in hours.
- Other projects, tasks, and duties as assigned.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- Excellent communication, public speaking, and presentation skills
- Experience working in an admissions setting

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Preferred Qualifications:

- 2 years of admissions experience in online admissions
- Experience working with Slate CRM

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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