

## Recruiting Coordinator - Career Services Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=258186>

Downloaded On: Aug. 14, 2025 6:52am

Posted Jun. 12, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Recruiting Coordinator - Career Services
<b>Department</b>	Tufts Career Center
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 12, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Student Services Human Resources
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21974?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21974?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Tufts Career Center provides comprehensive career development assistance to undergraduates, graduate students, and alumni from Arts, Sciences and Engineering, and the SMFA at Tufts. We provide individual career advising, drop-in hours, online resources, workshops, graduate school advising, career and internship fairs, networking and presentations with alumni and employers, job and internship search assistance including online listings. We strive to foster transformational experiences which shape the professional, academic and personal development of Tufts students and alumni. Our vision is that every Jumbo is prepared for a lifetime of fulfilling career opportunities.

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### What You'll Do

The Recruiting Coordinator will manage the Tufts Career Center Recruiting program which includes on-campus and virtual interviews, job and internship postings, Career Fairs (2), and other employer-related events. The Recruiting Coordinator will handle the below duties:

- Collaborate with the employer relations team, comprised of the Associate Director and Assistant Director, in representing Tufts to employers, coordinating services for employers, and building and stewarding relationships between employers and students.
- Serve as the systems manager of Handshake - the online database used by the Career Center to post positions, schedule interviews, connect employers with Tufts candidates, and track recruiting and related statistics.
- Manage the CRM database and pull reports for the employer relations team.
- Coordinate two large-scale Career Fairs annually as well as other special engagement events for employers and students.
- Serve as the manager for the Jumbos4Jumbos Program which connects short-term projects offered by alumni with current students at Tufts during the Winter and Summer break periods.
- Create and facilitate presentations for various audiences to provide education on Handshake topics, career fair preparation, information sessions on the Jumbos4Jumbos program.
- Participate in the virtual employer coffee hours hosted by the employer relations team three times each year.
- Manage a number of communications distributed to employers including the monthly employer newsletter content and distribution through EMMA and Uconnect, create employer and student blog content, quick polls, and general information emails, and track data and analytics on these communications monthly.

The Coordinator will serve on internal teams to be determined based on the candidate's interest to discuss and implement key initiatives in these areas.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree
- 2-3 years of experience in Human Resources, higher education, recruiting, or Career Services
- Experience with career platforms, preferably Handshake
- Strong attention to detail, ability to multi-task, problem solve and deal with frequent interruptions
- Excellent written and oral communication, customer service, and organizational skills
- Ability to work with a diverse population
- Must have ability to adapt quickly to changes in schedule and be creative in finding solutions to enhance customer satisfaction
- Proficient in Microsoft Word and Excel, ability to implement and master new software programs and web applications quickly

#### Preferred Qualifications:

- Experience in project management and event planning
- Experience in data collection/analysis and assessment
- Experience in responding to feedback and continually improving structures and procedures

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**Pay Range**

Minimum \$24.30, Midpoint \$28.90, Maximum \$33.50

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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