

Associate Director of Admissions  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=258346>

Downloaded On: Aug. 19, 2025 12:32am

Posted Jun. 16, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Associate Director of Admissions
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 16, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21970?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21970?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

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

## What You'll Do

A letter of interest and resume are required for this position.

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Reporting to the Director of Strategic Planning, the Associate Director of Admissions will be an experienced member of the undergraduate admissions team, responsible for recruiting and selecting students and for fulfilling the enrollment objectives set by the University. The Associate Director of Admissions will be responsible for the following:

- Implement and support the office's strategy for data collection, analysis, and presentation. Portfolio oversight typically involves long-term management of complex projects including data analysis and assessment, management of contributing staff members and student workers, delegation of project components, and the creation and presentation of training materials. Projects specific to this portfolio include, but are not limited to:
  - Analyzing both applicant and enrollment data to identify trends and opportunities, and to evaluate the effectiveness of office initiatives.
  - Monitoring and reporting on key performance indicators (KPIs) to inform strategic planning for recruitment, yield, and prospect funnel.
  - Creating and/or contributing to presentations, reports, and deliverables appropriate for a variety of campus stakeholders.
  - Synthesizing and communicating data, methods, conclusions, and recommendations in an effective and relevant manner.
- Participate in the undergraduate application review and selection processes, including the evaluation of applications in alignment with training protocol and participation in selection committees. The Associate Director may be asked to take on leadership roles throughout this selection cycle through process management or committee chairing.
- Serve as an on-campus point-of-contact for visitors. Communicate with students, families, school/organization counselors, and the general public via in-person conversations, virtual formats, email, and phone.
- Liaise with campus partners, such as the Office of Graduate Admissions, the Office of Institutional Research, and the Student Services Technology Team, regarding data and project-based work.
- Liaise with external partners, such as College Board, Scoir, Common Application, and Coalition for College.
- Conduct virtual and in-person information sessions and workshops for a variety of audiences, both on-campus and off-campus.
- As requested by the Dean and/or Director, create, facilitate, or contribute to office training initiatives for admissions officer and/or administrative staff.
- Directly supervise 1-4 professional staff members and serve as a member of the Management Team.
- Complete other projects and duties as assigned.

*While this is a hybrid role, there is an expectation of regular campus presence throughout the year; some Associate Director roles may require greater campus presence due to portfolio needs. This position may have limited recruitment travel opportunities outside of the local area.*

## What We're Looking For

### Basic Requirements:

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- Knowledge and experience typically acquired by a Bachelor's degree
- 5+ years of progressively responsible experience in selective admissions, college counseling, or a related field
- Experience with application evaluation, including individual or committee-based evaluation
- Excellent communication, public speaking, and presentation skills
- Demonstrated experience with and strong working knowledge of Slate or a similar CRM
- Demonstrated experience creating and delivering data-driven reports and presentations
- Strong analytical skills and the ability to "tell a story" using data
- Demonstrated project management skills, preferably in a fast-paced, timeline-driven environment
- Cultural sensitivity and experience working with diverse populations
- Comfort traveling both independently and as part of a group

### Preferred Qualifications:

- Prior supervisory experience of either professional or student staff
- Experience with highly selective application evaluation, including individual or committee-based evaluation
- Fluency in a second language

### Pay Range

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

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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