

**DSDI Program Administrator
Tufts University**

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Downloaded On: Dec. 10, 2025 10:05am

Posted Aug. 1, 2025, set to expire Dec. 31, 2025

Job Title	DSDI Program Administrator
Department	Division of Student Diversity and Inclusion
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 1, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/22134?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Division of Student Diversity and Inclusion is comprised of eight Centers; Africana, Asian American, Indigenous, FIRST, Center for STEM Diversity, LGBT, Latinx and Women's, centered around creating inclusive community to support student experience and success. DSDI focuses on student development and success, specifically supporting the development of personal, social, and academic capital, through engagement in intentional communities that serve as sites of belonging and empowerment.

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What You'll Do

This is a limited term position that is expected to end no later than July 31, 2026.

Under general supervision, the Program Administrator applies basic functional knowledge to assist the Center Directors in developing and administering quality programs on issues related to multiple intersecting identities (i.e., gender, class, disability, sexual orientation, citizenship/nationality). The Center Program Administrator works closely with student-facing resources and departments including, other identity-based resources, the CARE office, the Chaplaincy, CMHS, the Career Center, faculty, and departments within and beyond the division.

- Develops programs that promote scholarship and leadership within an affirming campus climate including educational programs and outreach activities pertaining to marginalized and underrepresented populations as well as the intersections of gender with race, ethnicity, nationality, class, disability, sexual orientation, and religion.
- Develops communication systems and strategies to build and connect the DSDI community including website updates, e-marketing contact management systems, social media content and campus wide calendar of events.
- Assists in the development and implementation of student leadership programs, coordinates, and mentor student leaders with an empowerment approach
- Provides individual student support and assists in advising student organizations affiliated with the center.
- Assists staff in assessments and data gathering to monitor the effectiveness of services and programs; works with staff to implement improvements in services based on data.
- May lead special projects and assignments.
- Represents center and participates on school and university committees.
- Streamline campus wide calendar of eventsOversee the management and creation of program curriculum, ensuring alignment with educational goals and industry standards.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree
- 2+ years related experience
- Relevant experience supporting student growth and development within an educational setting, preferably within a selective university or liberal arts college environment
- Awareness of how social identities will impact the experience of college students; strong background in understanding issues impacting the experience of students historically underrepresented at Tufts, including students of color, first-generation and undocumented students; and an awareness of various models for identity-based resource centers
- Demonstrated sensitivity, imagination, and effectiveness in developing educational and community programs; facility in designing programs and resources that consider cultural constructions of race as it intersects with gender, class, ethnicity, sexual identity, religion, and ability

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Pay Range

Minimum \$54,500.00, Midpoint \$68,100.00, Maximum \$81,700.00

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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