

**Admissions Counselor
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=261673>

Downloaded On: Aug. 29, 2025 4:47am

Posted Aug. 28, 2025, set to expire Jan. 8, 2026

Job Title	Admissions Counselor
Department	School of Medicine Office of Graduate Student Services
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 28, 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/22261?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University School of Medicine Office of Graduate Student Services oversees admissions, recruitment marketing, registration, career services, and student services for about 1,000 plus students in the Doctorate in Physical Therapy (DPT), Master of Public Health (MPH), Master of Medical Science (MMS) by the Physician Assistant Program, and Master of Science in Biomedical Sciences (MBS) on the Boston Health Sciences Campus.

Admissions Counselor Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=261673>

Downloaded On: Aug. 29, 2025 4:47am

Posted Aug. 28, 2025, set to expire Jan. 8, 2026

This role is hybrid (combination of onsite and remote), where you are required to be onsite at our Boston, MA Health Sciences campus 2 days per week. Specific days and a schedule will be determined between you and your manager.

What You'll Do

The Admissions Counselor will participate in recruitment, admissions, outreach, yield, and pre-matriculation efforts related to the effective enrollment of a prepared and talented student body.

Responsibilities include:

- Cross-trains on all graduate programs and is the representative for the Master's in Public Health, including dual and combined programs
- Conducts outreach to prospective students and applicants to encourage conversion down the funnel and uses Slate CRM in support of the efforts
- Processes applications through the funnel and screens applications in Slate
- Liaises with program directors and other faculty and staff toward admissions and recruiting goals, leads a monthly program meeting
- Meets with applicants virtually and in person, providing high quality customer service
- Organizes and conducts on campus and virtual open houses and information sessions
- Supports yield activities including outreach and events
- Assists with operational needs related to enrolling students
- Travels regionally and nationally to recruitment events, including large scale conferences, college fairs, and school presentations
- Maintains documentation, including but not limited to system user guides and cycle preparation materials, in collaboration with the Slate staff member
- Oversees two admissions ambassadors
- Supports feeder school relationship development including research, outreach, and scheduling and conducting information sessions
- Creates and update competition analyses and special projects as assigned
- Review and engage Communications and Marketing team to update website and materials as needed; prepares and schedules Slate mailings

What We're Looking For

**Admissions Counselor
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=261673>

Downloaded On: Aug. 29, 2025 4:47am

Posted Aug. 28, 2025, set to expire Jan. 8, 2026

Basic Requirements:

- Knowledge and experience typically acquired through completion of a bachelor's degree
- Up to two years of relevant experience, which may include work or volunteer experience in an admissions office or similar setting
- Familiarity with systems and tools such as CRM and SIS platforms
- Knowledge of admissions funnel, outreach, and yield strategies
- Track record working with varied populations
- Detail orientation, including processes and documentation
- Excellent written and oral communication skills, including presenting
- Customer service and relationship-building skills
- Ability to work independently and as part of a team
- Ability to travel regionally and nationally
- Knowledge of Microsoft Office Suite
- Valid U.S. driver's license

Preferred Qualifications:

- Slate, centralized application services, and/or WebADMIT experience
- Graduate admissions experience

Special Work Schedule Requirements:

- This is a hybrid position to work on campus in Boston 2 days each week
- Some nights and weekends are required

Pay Range

Minimum \$49,500.00, Midpoint \$62,000.00, Maximum \$74,500.00

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

Admissions Counselor
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=261673>

Downloaded On: Aug. 29, 2025 4:47am

Posted Aug. 28, 2025, set to expire Jan. 8, 2026

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,