

Admissions Counselor - School of Dental Medicine Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=261779>

Downloaded On: Aug. 29, 2025 4:48am

Posted Aug. 28, 2025, set to expire Jan. 9, 2026

Job Title	Admissions Counselor - School of Dental Medicine
Department	Office of Admissions
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/22271?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The directive of the Office of Admissions is to ensure enrollment of well-rounded incoming students and residents. The department manages the recruitment, application, review, and acceptance process for over 4,000 DMD applications, 1,000 postgraduate applications, and over 1,000 International DMD applications each year. This includes selection of candidates for interviews, coordination for, and participation in approximately 50 interview days each year, in addition to recruitment and special events.

Admissions Counselor - School of Dental Medicine Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=261779>

Downloaded On: Aug. 29, 2025 4:48am

Posted Aug. 28, 2025, set to expire Jan. 9, 2026

What You'll Do

- Administrative duties shared with Admissions Counselors: phone calls, e-mails, catering set-up and break-down, room reservations, etc.
- DMD application processing.
- Providing close support to Director of Admissions with planning and organizing of applicants' events/programs.
- Providing support to Assistant Director of Admissions with the DNIS application cycle.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High School Diploma or GED equivalent.
- Up to 5 years of related experience as a student employee or professional in a secondary school or institution or higher education.

Preferred Qualifications:

- Admissions experience in higher education.
- Bachelor's degree.
- Customer Service.
- Alumni Relations.
- Previous Recruitment Experience.

Special Work Schedule Requirements:

The tasks of this position will adjust to the needs of the office throughout the application cycle. This position will be hybrid with at least three days in office required. Some admissions related events may require non-standard work hours for certain pre-scheduled events.

**Admissions Counselor - School of Dental Medicine
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=261779>

Downloaded On: Aug. 29, 2025 4:48am

Posted Aug. 28, 2025, set to expire Jan. 9, 2026

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

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

Contact

,