

Communications Specialist Tufts University

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Posted Sep. 5, 2025, set to expire Jan. 18, 2026

Job Title	Communications Specialist
Department	School of Engineering Dean's Office
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations
Job Website	https://jobs.tufts.edu/jobs/22287?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Marketing and Communications Team, within the School of Engineering Dean's Office, is responsible for creating and implementing the school's marketing and communications strategies. The team maintains internal and external channels and develops content for use across the university, as well as for use in marketing the school to external audiences. The department is also responsible for increasing graduate enrollment through various marketing strategies

What You'll Do

The Communications Specialist assists, develops and executes initiatives of the marketing and communication team which promotes the goals and mission of the School of Engineering. They gather information from engineering faculty and students in the creation of engaging content that supports the

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website, print publications, and social media platforms. This position will also support all School of Engineering internal and external communications. The Communications Specialist assists in the creation and oversight of print and digital communications. This individual will execute the overall internal and external communications of the Dean's Office. This position will report to the Senior Communications Specialist

Essential Functions:

- Develop and maintain content for SOE websites; portfolio includes departments, undergraduate and graduate admissions, faculty, research labs, and landing pages.
- Write messages for internal and external communications.
- Create print and digital flyers to promote special SOE Dean's Office events. Assist in management of campus digital screens.
- Proofread and revise content for SOE and departmental newsfeeds, newsletters, and marketing collateral.
- Create digital and traditional marketing collateral (landing pages, webpages for new programs and initiatives, events, etc.).
- Collaborate with faculty, staff, and external vendors to create and update digital marketing content.

What We're Looking For

Basic Requirements:

- Bachelor's Degree required
- 3-4 years of work experience in a professional environment
- Strong writing skills
- Candidate must possess strong interpersonal and communication skills, with the ability to work professionally with personnel from across the university
- Candidate must be detail-oriented, organized, and self-motivated, with the ability to manage multiple projects with speed and accuracy in a deadline-driven environment
- Experience with graphic design preferred

Preferred Qualifications:

- Higher education and science writing experience a plus, but not required
- Experience with content management systems and Adobe Creative Suite
- Experience using writing skills across multiple online and print channels

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Pay Range

Minimum \$60,000.00, Midpoint \$75,000.00, Maximum \$90,100.00

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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