

Admissions Assistant, Reception & Visit Experience Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=268592>

Downloaded On: Nov. 20, 2025 10:11pm

Posted Nov. 20, 2025, set to expire Apr. 4, 2026

Job Title	Admissions Assistant, Reception & Visit Experience
Department	Office of Undergraduate Admissions
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22574?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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

What You'll Do

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

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The Admissions Assistant will serve as the main receptionist for the Office of Undergraduate Admissions in Bendetson Hall.

The Admissions Assistant will be responsible for:

- Staffing the reception desks in admissions buildings and/or event locations on a daily basis during regular business hours.
- Providing excellent customer service via phone, email, and in-person conversations.
- Managing the Bendetson Hall Lobby, ensuring that materials remain stocked and that the lobby is presentable to the public.
- Coordinating campus visits from groups of 10-250 middle school students, high school students, and/or adult visitors.
- Managing the Bendetson Hall room reservation system.
- Completing essential administrative functions such as data entry, application credential processing, managing and responding to email and phone inquiries, packing and shipping materials, and other tasks as assigned.
- Serve as a day-of point of contact for student workers, as requested/needed.

This is a twelve-month, on-campus role with limited flexibility for remote and/or hybrid work modality. The successful candidate can expect to be on campus during regular business hours Monday through Friday.

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- A high school diploma and/or GED and 2-4 years of administrative experience OR a college degree with 1-3 years of administrative experience
- Proficiency in Microsoft Office Suite
- Strong oral and written communication skills
- Strong interpersonal skills; ability to work both independently and collaboratively
- Strong organizational and time management skills; ability to multi-task in a fast-paced environment
- Cultural sensitivity and a willingness to work with diverse populations

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Preferred Qualifications:

- Experience working within an educational setting

Pay Range

Minimum \$22.50, Midpoint \$26.80, Maximum \$31.10

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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