

## Graduate Admissions Counselor Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=269154>

Downloaded On: Dec. 13, 2025 1:10am

Posted Dec. 12, 2025, set to expire Apr. 18, 2026

<b>Job Title</b>	Graduate Admissions Counselor
<b>Department</b>	Office of Graduate Admissions
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Dec. 12, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22620?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22620?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Office of Graduate Admissions supports the enrollment objectives of the Graduate School of Arts and Sciences and the School of Engineering at Tufts University. Graduate Admissions supports the Deans of each school, and members of the faculty, on the coordination of all aspects of graduate student recruitment, application management, and marketing and communications. Graduate Admissions processes more than 7,500+ applications annually to 30+ departments across 75+ programs for fall, spring, and summer entry to Tufts University. The Office of Graduate Admissions is also responsible for supporting the recruitment of online graduate programs for the School of Engineering and the Graduate School of Arts and Sciences.

## Graduate Admissions Counselor Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=269154>

Downloaded On: Dec. 13, 2025 1:10am

Posted Dec. 12, 2025, set to expire Apr. 18, 2026

### What You'll Do

The Graduate Admissions Counselor is responsible for recruiting and enrolling qualified students into the university's graduate programs within the Graduate School of Arts and Sciences. This Admissions Counselor will:

- Focus on guiding prospective students through the admissions process
- Promote program offerings through virtual and in-person events
- Help achieve enrollment goals through proactive outreach, relationship building, and collaboration with internal and external stakeholders

*While our office functions in a hybrid modality, the Admissions Counselor can expect to have frequent campus presence given increased visitor engagement responsibilities.*

*Travel Requirements - This position involves travel throughout the year, which may include overnight stays. A valid U.S. driver's license is required, along with the willingness and ability to drive to various locations using a rental vehicle. Candidates must have a driving record that meets the standards of rental car agencies.*

### What We're Looking For

#### Basic Requirements:

- Bachelor's degree
- Excellent communication, public speaking, and presentation skills
- Experience working in an admissions setting
- Valid US Driver's license

#### Preferred Qualifications:

- Two years of admissions experience in graduate admissions
- Experience working with Slate CRM

### Pay Range

**Graduate Admissions Counselor  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=269154>

Downloaded On: Dec. 13, 2025 1:10am

Posted Dec. 12, 2025, set to expire Apr. 18, 2026

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**

,