



Associate Dean of Career Services
Tufts University
Medford, Massachusetts

THE SEARCH

Tufts University, a leading private research institution known for its commitment to civic engagement, interdisciplinary learning, and inclusive excellence, seeks a strategic, innovative, and collaborative leader to serve as its inaugural Associate Dean of Career Services. This new position, created as part of President Sunil Kumar's focus on student success, is a unique opportunity to shape the future of career services at Tufts by leading a talented team that is focused on strengthening the professional development of students through partnerships with faculty, staff, employers, and alumni. An important aspect of that partnership will be envisioning and guiding the integration of curricular and experiential learning in ways that prepare students for success in an increasingly complex global workforce.

The Associate Dean will oversee the Tufts Career Center, which serves undergraduate and graduate students across the arts, humanities, sciences, and engineering. Leading a team of 22 career services professionals, the Associate Dean will collaborate extensively across Tufts, with faculty, academic departments, academic advising, student life, and university advancement, to expand access to high-impact and meaningful opportunities for all students, including internships, co-ops, research, and civic engagement. Reporting jointly to the School of Arts and Sciences and the School of Engineering, the Associate Dean will develop a strategic vision of innovation for the Tufts Career Center that reflects the holistic, student-centered values of a Tufts education while championing career readiness and post-graduate success.

The ideal candidate will bring progressive leadership experience in higher education career services and a deep knowledge of best practices and emerging trends in career development. They will demonstrate a track record of innovation, team leadership, change management, strategic planning, and collaboration with academic and co-curricular partners. Strong communication skills, a deep understanding of student development, and a commitment to experiential learning will be essential for success. They will comfortably and expertly understand and use data when making strategic decisions and communicating outcomes.

Tufts University is supported in this search by Isaacson, Miller, a national executive search firm. All inquiries, nominations, and applications should be directed in confidence to the search firm as described at the end of this profile.

TUFTS UNIVERSITY

Tufts was founded in 1852 by Universalists, who, as a religious movement, were tolerant, inclusive, civic, and morally persuasive. The University they founded established traditions in social justice and civic engagement, and educated citizens from all walks of life. Those traditions live on even though Tufts no longer has a religious affiliation. Today, Tufts reflects both its early history and recent periods of growth and innovation. It has earned and safeguarded a series of strategically important distinctions that were crafted organically from the University's beginnings and given voice in this last generation. Tufts currently comprises the [School of Arts and Sciences](#) (including the [Graduate School of Arts and Sciences](#) and the [School of the Museum of Fine Arts](#)), [School of Engineering](#), [School of Dental Medicine](#), [Graduate School of Biomedical Sciences](#), [Fletcher School](#), [School of Medicine](#), [Friedman School of Nutrition Science and Policy](#), [Cummings School of Veterinary Medicine](#), [Tisch College of Civic Life](#), and [University College](#). It operates across four campuses in Massachusetts. The Medford/Somerville campus is home to the Arts and Sciences, Engineering, Fletcher School, Tisch College, and University College. The School of the Museum of Fine Arts is located in Boston's Fenway neighborhood, health sciences schools are in downtown Boston, and the veterinary school is in rural Grafton.

School of Arts and Sciences

Founded in 1854, the School of Arts and Sciences (A&S) exemplifies Tufts' distinctive identity. Housing the undergraduate liberal arts programs, the [Graduate School of Arts and Sciences](#), and the [School of the Museum of Fine Arts](#), the School comprises the full range of disciplines across the humanities, arts, social sciences, and natural sciences, as well as several more professionally-oriented departments such as [Education](#), [Urban and Environmental Policy and Planning](#), [Community Health](#), and [Occupational Therapy](#). About 80% of Tufts' approximately 6,800 undergraduate students are enrolled in the School's [more than 90 undergraduate majors and minors](#), and the Graduate School of Arts and Sciences enrolls approximately 1,200 students in [more than 60 graduate programs](#) across a broad array of disciplines and professions.

Located alongside the Museum of Fine Arts in Boston's Fenway neighborhood, the School of the Museum of Fine Arts (SMFA) is an important part of A&S. The SMFA is a distinctive studio art school that was born of a unique proposition: an alliance between a major museum, a research university, and one of the oldest private art schools in the country. Founded in 1876, the SMFA was conceived at the same time as the Museum of Fine Arts itself. In 1945, the SMFA began granting accredited degrees through a partnership with Tufts, a relationship that continued until 2016, when Tufts formally acquired it. From the beginning, the SMFA has been a rigorous school of art; it is a school dedicated to the development of artists through the exploration of ideas, alternative literacies, criticality, and creative expression. It offers self-directed interdisciplinary degrees in studio art at the undergraduate and graduate levels. Including dual-degree students, the SMFA accounts for approximately 10% of the A&S student body.

School of Engineering

Founded in 1898, the School of Engineering (SOE) offers undergraduate and graduate programs in engineering and computer science. SOE is home to six academic departments (Biomedical Engineering, Chemical & Biological Engineering, Civil & Environmental Engineering, Computer Science, Electrical & Computer Engineering, and Mechanical Engineering), Tufts Gordon Institute, the Center for Engineering Education Outreach, and several research centers and institutes.

SOE distinguishes itself by the interdisciplinary focus and integrative nature of its engineering education and research programs, within the environment of both a "Research I" university and a top-ranked undergraduate institution. The School attracts students who wish to learn in a collaborative environment that fosters cross-disciplinary opportunities, including frequent partnerships with departments and programs in the School of Arts and Sciences. Approximately 20% of Tufts' undergraduate population is enrolled in one of SOE's 16 [undergraduate degree programs](#). The School also has over 1,000 graduate students enrolled across [master's, PhD, and certificate programs](#). With a strong emphasis on collaborative learning and socially engaged engineering, SOE integrates technical expertise with a human-centered approach, preparing students to address complex global challenges.

Shared Student Services

Because the entire undergraduate student body at Tufts is enrolled in either the School of Arts and Sciences (including the SMFA) or the School of Engineering, these schools have formed a shared student-facing division. This division includes essential academic and co-curricular support for students, including Admissions and Enrollment Management, Student Life, the Career Center, the Student Accessibility and Academic Resource Center, Global Education, the Registrar and Student Services, Student Diversity and Inclusion, and Tisch Library. As a result, the leaders of most of these functions report dually to the leadership of A&S and SOE.

Tufts Career Center

The Career Center is a critical part of student success initiatives at Tufts, striving to foster transformational experiences that shape the professional, academic, and personal development of Tufts students and alumni. The center currently provides career development assistance to undergraduates, graduate students, and alumni from A&S, including the SMFA, and SOE at Tufts. Services provided include individual career advising, drop-in hours, online resources, workshops, graduate school advising, career and internship fairs, networking and presentations with alumni and employers, and job and internship search assistance. The center's primary technology platforms include Handshake, UConnect, and the HERD. The center currently employs 22 people in positions that range from career coaches to employer relations to data analysis.

The Tufts Class of 2024 enjoyed strong career outcomes, with 96% of the class employed, enrolled in graduate school, or participating in service or a fellowship within seven months of graduation. Top industries for employment included engineering and technology; health, environmental, life sciences, and

research; and finance, consulting, and real estate. Outside of Boston, top hiring cities included New York, San Francisco, Seattle, Chicago, and Washington, DC.

Looking ahead, the Career Center is working to increase early, proactive engagement with undergraduate and graduate students as they begin their time at Tufts; partner with faculty and staff to grow opportunities for professional preparation in the student experience through mentorship, advisor partnerships, and shadowing programs; and expand access to experiential learning opportunities such as internships, co-ops, on- and off-campus research, and other real-world projects to help students build essential skills and gain valuable insights. These initiatives aim to make career readiness an integral and inclusive part of every student's journey.

ROLE OF THE ASSOCIATE DEAN OF CAREER SERVICES

In this newly created role, the inaugural Associate Dean of Career Services will provide the vision and leadership for the Tufts Career Center as it fulfills its role in connecting people, networks, and experiences that translate education into meaningful career opportunities. The Associate Dean leads a team of 22 talented and dedicated staff in the Career Center, including directly supervising the Executive Director of Career Services, and dually reports to the School of Arts and Sciences and the School of Engineering.

As an important senior leader at Tufts, the Associate Dean also collaborates with academic departments, academic advising, academic support, alumni relations, global education, institutional research, and student life teams to ensure a coordinated, student-centered approach to post-graduation success.

KEY OPPORTUNITIES AND CHALLENGES FOR THE ASSOCIATE DEAN

Develop an innovative, forward-looking strategic vision for the Tufts Career Center

An expert in best practices and emerging trends in career services, the Associate Dean will work collaboratively to establish and implement a compelling vision for the future of career services at Tufts, reflecting the values of a Tufts liberal arts and engineering education. This leader will serve as a senior advisor to A&S and SOE leadership on career development trends, student outcomes, and strategic priorities, with an eye toward ways that the Career Center and its strategic vision can contribute to the holistic approach Tufts takes toward student success.

Infuse data into the work of the Career Center, identifying opportunities for continuous improvement and translating insights into strategic recommendations

A data-savvy leader, the Associate Dean will identify ways to collect and synthesize data that can inform decision-making and the ongoing monitoring of the Career Center's progress toward its strategic goals. They will implement data-driven processes that focus on identifying opportunities for continuous improvement and integrating stakeholder feedback into the evolution of the Career Center and its offerings. The Associate Dean will translate key insights based on data into strategic recommendations for faculty, leadership, and external stakeholders, clearly communicating the work of the Career Center and promoting the visibility of Tufts graduates in the world.

Champion experiential education, integrated learning, and student success

The Associate Dean will serve as a key advocate for experiential learning as a vital component of a Tufts education – one that fosters reflection, agency, and purpose. The role will collaborate with faculty, academic departments, and a wide range of campus partners (e.g., the Office of Student Life, Corporate and Foundation Relations, University Advancement, and the offices of the Deans for Research). The Associate Dean will work to expand access to high-impact experiential learning opportunities such as internships, co-ops, research, civic engagement, and campus leadership for all students. The Associate Dean will promote an ethos that intentionally integrates high-quality academic and experiential learning in support of skill development, career readiness, and long-term student success. The Associate Dean will also contribute to cross-functional teams focused on student retention and post-graduate outcomes.

Expand partnerships and engagement with employers and alumni to increase access to high-impact career opportunities for Tufts students

As part of the strategic vision for the Career Center, the Associate Dean will develop and lead a comprehensive employer engagement strategy aimed at expanding access to high-impact career opportunities for all students, regardless of academic interest or background. They will focus on building and sustaining partnerships with alumni, employers, and external organizations to enhance mentoring, networking, and career development outcomes. In close collaboration with University Advancement, including Corporate and Foundation Relations and Alumni Relations, the Associate Dean will work to leverage Tufts' broad professional network in support of student success during and after their time at the University.

Serve as an inspiring leader to a talented and dedicated career services staff

The Tufts Career Center has a strong team with dedicated and caring career services professionals. The Associate Dean will ensure that adequate systems and resources are available to position team members for success and that staff goals are aligned appropriately. The Associate Dean will encourage the professional development of all team members and will foster an environment where team building is prioritized and staff are recognized and empowered as productive members of the Tufts community. Additionally, the Associate Dean will effectively lead and support the team through the change.

QUALIFICATIONS AND CHARACTERISTICS

The following qualifications represent a broad set of skills and attributes deemed important for success as the Associate Dean of Career Services. While no candidate will embody every quality, the successful candidate will bring many of the following professional and personal assets:

- Master's degree required, PhD preferred.
- 7 to 10 years of progressively responsible leadership in career services required, 10+ years preferred.

- Demonstrated ability to lead strategic initiatives, drive change, develop cross-functional partnerships, and manage high-performing teams.
- Strong record of collaborating with both academic and co-curricular stakeholders.
- Deep understanding of inclusive practices in student development and career education.
- Exceptional communication, relationship-building, and planning skills.
- Record of creating and managing opportunities for experiential learning, ideally within a liberal arts university setting.
- Demonstrated ability to expertly use and understand qualitative and quantitative data for decision making and strategy building.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Tufts University has retained the national executive search firm Isaacson, Miller to assist in this search. All inquiries, nominations, and applications should be sent in confidence to:

Kate Barry, Managing Partner
Kelly McLaughlin, Managing Associate
Kaitlin Cruz, Senior Search Coordinator
Isaacson, Miller

<https://www.imsearch.com/open-searches/tufts-university/associate-dean-career-services>

Tufts University is an equal opportunity employer.