

Associate Dean, Undergraduate Advising - School of Arts
and Sciences
Tufts University

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Posted Nov. 5, 2021, set to expire Mar. 20, 2022

Job Title Associate Dean, Undergraduate Advising - School of Arts and Sciences

Department

Institution Tufts University

Medford/Somerville, Massachusetts

Date Posted Nov. 5, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Social Sciences - General

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Job Description

The professionals in Undergraduate Education foster student growth, empowerment, and success by serving, advising, guiding, nurturing, and celebrating our students, and working with them and our faculty to solve problems so that students may successfully navigate the university. We focus on the academic aspect of students' lives at Tufts, providing information, advice, and support to help them successfully complete their degrees in a timely manner while ensuring that our students have an enriching and rewarding academic experience. To that end, we provide students with tutoring, advising, academic support, direction, and accurate information. We also provide academic enrichment programs and opportunities so that students may reach their full potential and achieve their best. We collaborate with faculty and other departments to advocate for students and improve the academic experience for all students as well as the policies governing undergraduate study at Tufts.

The Associate Dean of Undergraduate Advising supports students in their engagement with the curriculum, helps them understand the university's policies and procedures, and provides guidance on

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academic and intellectual direction, academic difficulty, course work, extended absence from class, choice of major, change of advisor, and leave of absence, among other things. The Associate Dean will work with the same group of undergraduate students in the School of Arts & Sciences throughout their entire Tufts experience to provide continuity of care and develop knowledge of each student's strengths and needs. The dean actively engages with students, their parents, and faculty to keep students on track to graduate, monitor students in academic difficulty, and make recommendations to a faculty committee regarding students' academic standing. The Associate Dean interacts frequently with faculty by serving on committees and by providing guidance on academic policies to individual instructors. The dean will work as a team with other Associate Deans to enforce academic policies, improve administrative procedures, and decide petitions regarding exceptions to academic rules and graduations requirements. This team of deans collaborates with other departments, including academic departments, Dean of Student Affairs Office, Academic Resource Center, Student Accessibility Services, and Programs Abroad. In addition to the duties listed above, the Associate Dean will serve as advisor for a specialized student cohort or will oversee a special advising program.

Contact Information

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

Contact