

## Admissions Fellow 2021-2022 Application

As you begin to make plans for the 2021-2022 academic year, the Office of Undergraduate Admissions would like to share with you its year-long fellowship positions. These are paid positions running September through May, and the commitment averages about 10 hours per week (though this may vary depending on the time of year). We hire General Admissions Fellows (A&S seniors only), SMFA Outreach Fellows (SMFA Combined Degree or BFA upperclass students only), and Engineering Outreach Fellows (junior and senior engineers only), although all fellows work together on the same team for the majority of projects.

The fellowships are designed to introduce you to all facets of the admissions process. General Admissions Fellows serve as the primary student coordinators for virtual (and in-person TBD for 2021-2022) student outreach programs and open houses. In the past, fellows have worked closely with admissions officers on the tour guide program, “Jumbo Chat,” athletics, communications, international outreach efforts, and alumni interviews, among other projects. The SMFA Outreach Fellows work directly with the SMFA Admissions Team in addition to focusing on recruitment efforts for our next class of BFA and Combined Degree students. The Engineering Outreach Fellows focus specifically on outreach to prospective undergraduate engineers. They work with admissions staff on producing engineering content for our blogs and webpages, create programming for prospective engineers, and gain hands-on experience shaping the Tufts Engineering Class of 2025.

All fellows will receive insight into the admissions profession and the admissions cycle (including fall recruitment, application evaluation, and yield efforts). Past fellows have attended college fairs, conducted interviews of prospective students, aided in web-based recruitment efforts, and assisted admissions officers with special projects. Our fellows also play a pivotal role in the planning and execution of our April Jumbo Days (our virtual open house for admitted students).

Skills of a successful fellow could include (and are not limited to):

- Outstanding organizational skills
- Appreciation for a team dynamic
- Familiarity with technology (Word, Excel, Google Drive)
- Marketing interest (including building social media campaigns and blogging)
- Experience with event planning

This position is ideal for students considering the admissions field, or for students interested in how the admissions process works. Previous experience in the admissions office is a plus but not required. **To apply for any of the fellowships (General Admissions Fellow, SMFA Outreach Fellow, or Engineering Outreach Fellow), please send a cover letter and resume to [njeri.allen@tufts.edu](mailto:njeri.allen@tufts.edu) by May 28.** Interviews will be conducted via telephone, FaceTime, Skype, or Zoom.

Pay rate: \$13.50/hour // Commitment: Average of 10 hours/week