Program Administrator - School of Arts and Sciences
Tufts University

Job Title **Department**	Program Administrator - School of Arts and Sciences
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Mar. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20290?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

By bringing together students, staff, and faculty from a broad range of professions, the Experimental College has served as a hub for advancing the intellectual life of Tufts through innovative and collaborative learning for more than 60 years. The approximately 80 interdisciplinary and interactive courses that the Experimental College offers annually provide a broad, forward-looking curriculum that augments and enhances the more traditional offerings at Tufts, and bridges to the world beyond the university. Undergraduate students actively shape the curriculum by helping to select courses each semester, and through two peer teaching programs unique to Tufts. The Experimental College also serves as an incubator for the development of new academic offerings. Visiting instructors from outside of the academy teach many of the courses. The Experimental College also partners with various offices, academic departments, and student organizations to implement new initiatives within and beyond the classroom.

What You'll Do

In collaboration with the manager or director, the Program Administrator participates in development of goals and strategies for a university program. The Administrator applies specialized, subject matter knowledge to develop, implement, review and evaluate the program. Responsible for implementing timely, effective communications to promote the program. This position will also handle the below duties:

- Creates data management and filing systems
- Develops, analyzes, and monitors budgets, grants and contracts
- Participates in development and implements marketing and advertising efforts including writing content for website and social media material
- May design events and represent program externally at meetings and events
- Conducts research and drafts reports and results
- May provide advice and counseling to students
- Coordinates hiring and training of staff, students, and temporary help
- Assists with recruitment, application management, selection, and onboarding of new visiting lecturers each semester, and assists with support during their time as instructors
- Uses various university systems to process reimbursements, honoraria, expenses, travel, and reconciliations
- Works collaboratively with other university offices to troubleshoot and improve program efficiency

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree and 3-5 years' experience
- Knowledge of program subject matter
- Strong organizational and problem solving skills
- Excellent verbal and written communication skills
- Working knowledge if Microsoft Office Suite and equivalent Google Suite.

Special Work Schedule Requirements:

This is a hybrid role expected to be in person 4 days during most of the academic year, with additional opportunities for remote work during summer and winter breaks.

Pay Range

Minimum $52,600.00, Midpoint $65,750.00, Maximum $78,900.00

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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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