

Program Administrator  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=234549>

Downloaded On: May. 16, 2024 5:32am

Posted Apr. 12, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Program Administrator
<b>Department</b>	DPT Program-Seattle
<b>Institution</b>	Tufts University Seattle, Washington
<b>Date Posted</b>	Apr. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Institutional Advancement Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20383?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20383?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

This position is located in Seattle, Washington and is expected to be on-campus part of the week.

The Program Administrator is responsible for the day-to-day administrative functions of the [Doctor of Physical Therapy Program-Seattle \(DPT Program-Seattle\)](#) and primarily supports the Clinical Education (CE) team. This position works closely with the DPT Program Coordinator to ensure consistencies in student information, schedules, and clinical education placement information.

The Program Administrator for the DPT Program-Seattle is a full-time hybrid position which will support hybrid faculty and students who live across the United States. In order to effectively support the program, staff must live in the Seattle area and must be willing to work downtown at our office location

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for designated periods of time. Full- time employment is based on 40 hours per week. Evening and weekend hours may be occasionally required.

### What You'll Do

- Support the development of goals and strategies for program in collaboration with DPT CE team and/or Program Director
- Supports the CE team with CE operations, clinical site relationships, clinical placement, Exxat (an educational management platform) oversight, ensuring student compliance with credentials, accreditation systems, and processes
- Develops data management and filing systems within Exxat
- Interacts and communicates directly with students to help them navigate CE processes, timelines, and Exxat data management (will often be first point of contact for student questions)
- Gathers data from students on geographic location and clinical setting preferences for placement, and supports the CE team with investigating potential new sites, initiating the affiliation agreement process, and obtaining placements in preferred locations/settings
- Communicates directly with clinical site coordinators and/or clinical instructors to confirm student placements and ensure that site-specific requirements are met
- Assists the CE team in student matching and wishlists within Exxat
- Prepares monthly reports and analyses (i.e. clinical site availability, communication tracking with sites, placement matching)
- Solicits feedback from students and sites related to placement through electronic surveys and/or forms housed within Exxat and assists the CE team in evaluating the data collected
- Collaborates and works with the Clinical Site Development team and other departments within Tufts University School of Medicine (TUSM)
- Supports the CE team in managing and analyzing budgets, and prepares reports
- Assists with DPT program long term planning and expenditures associated with CE
- Collaborates with other DPT-Seattle staff and faculty on projects when needed to ensure operational continuity for the program.
- Performs other duties as assigned

### What We're Looking For

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**Basic Requirements:**

- Knowledge and skills as typically acquired through Bachelor's Degree and 3-5 years of experience
- Knowledge of program subject matter
- Strong organizational, customer service and problem solving skill
- Excellent verbal and written communication skill
- Strong knowledge of Microsoft office suit
- Experience with basic office equipment, including printer, scanner, copier, and fax.
- Possess discretion when dealing with highly confidential information
- Demonstrates confidence, discretion, and proficiency in interpersonal and team skills in order to effectively interact with people at all levels
- Demonstrates attention to detail and excellent decision-making skills in responding to high-pressure situations
- Demonstrates ability to multi-task, prioritize work, and manage competing priorities in a fast paced, deadline-driven administrative office
- Possess strong oral, communication, and organizational skills and commitment to best practices
- Independently develop database, spreadsheet, or word processing documents requiring understanding and proficiency with contemporary software applications and programs
- Perform complex data-entry tasks for which there are a variety of formats and procedure
- Possess knowledge of correct business practices, correspondence, and typing formats
- Ability to read and comprehend regulations, procedures, and policies and apply them to specific situations
- Ability to perform basic arithmetic, such as fractions, decimals, and percentages
- Demonstrate knowledge and usage of correct grammar, composition, spelling, and punctuation and produce documents that do not require significant review and editing
- Possess basic knowledge of accounting systems
- Possess the initiative to act with self-direction and independently to correct and improve operations in the DPT Program
- Ability to work in a collaborative environment.

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**Pay Range**

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

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**

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