

**Program Coordinator - Student Affairs Team
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=235122>

Downloaded On: May. 19, 2024 2:31am

Posted Apr. 24, 2024, set to expire Dec. 31, 2024

Job Title	Program Coordinator - Student Affairs Team
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/20381?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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

The Program Coordinator is responsible for the day-to-day administrative functions of the [DPT Program-Seattle](#) and primarily supports the Student Affairs team. The Program Coordinator coordinates the collecting, maintaining, and reporting of student and faculty records, and ensures that records compliance and confidentiality are maintained in all administrative processes. The Program Coordinator is also responsible for managing a variety of program documents, databases, and reports for the DPT Program-Seattle. The position works closely with the Director of Student Affairs and will assist the Program Director and Program Manager as needed.

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The Program Coordinator 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 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

- Collaborates with the Director of Student Affairs to assure student affairs materials are current and aligned with program goals and needs.
- Prepares agendas and materials, records, and produces meeting summaries for Office of Student Affairs Committee meetings.
- Responds to various inquiries, handling issues and providing relevant information to students, faculty, staff and other constituents.
- Organizes and maintains program files and databases. Updates and tracks student, faculty and program information.
- Demonstrates confidence, discretion, and proficiency in interpersonal and team skills in order to effectively interact with people at all levels.
- Coordinates logistics for meetings, seminars, lectures, and other special events including planning events, determining venue and coordinating production of materials, audio visual and other set up needs. May make travel, payment and other arrangements for speakers and presenters.
- Schedules appointments, meetings, and other engagements, and maintains the DPT Program-Seattle calendar system, including but not limited to out-of-office calendars and curriculum specific events, together with individual calendars of personnel in the DPT Program-Seattle.
- Assists as needed with exam proctoring during lab immersions.
- May provide guidance and work direction to student and temporary workers and assists in training other support staff.
- Possess the initiative to act with self-direction and independently to correct and improve operations in the DPT Program.
- Demonstrates ability to multi-task, prioritize work, and manage competing priorities in a fast paced, deadline-driven administrative office.
- Assists with special events for the campus, from general campus tours, student events, VIP events, Alumni events etc.
- Assist the Program Manager, Program Director, and various Department Directors as needed/appropriate.
- Attends DPT faculty and staff meetings as appropriate/assigned.
- Collaborates with other DPT-Seattle staff on projects when needed to ensure operational continuity for the program.
- Maintain a neat, organized, inviting and welcoming environment for the DPT Program-Seattle
- Performs other duties as assigned.

What We're Looking For

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Basic Requirements:

- Knowledge & Skills as Typically Acquired Through Associate Degree and 3-5 Related Experience
- Strong knowledge of Microsoft office suite
- Excellent organizational and customer service skills

Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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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