

Administrative Coordinator - Academic Affairs, School of
Dental Medicine
Tufts University

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Posted Mar. 16, 2020, set to expire Jul. 27, 2020

Job Title Administrative Coordinator - Academic Affairs, School of Dental
Medicine

Department

Institution Tufts University
Boston, Massachusetts

Date Posted Mar. 16, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Administrative Support/Services

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001232>

Apply By Email

Job Description

The Office of Academic Affairs supports the predoctoral dental curriculum – content, faculty and scheduling. The Academic Dean, the Senior Education Technology Administrator, the Administrative Coordinator, the Academic Affairs Administrator and the Program Coordinator work closely with the Staff Assistant.

The Office of Academic Affairs is responsible for gathering and managing the clinical requirements, clinical policies and procedures, online course curriculum content (CANVAS), exam grading and posting, student course and faculty evaluations, student clinical progress and Dean's letters of recommendation. This Office also coordinates all internal and external survey data, including reports for the Commission on Dental Accreditation. The Office of Academic Affairs also manages the integration of novel education technology in the curriculum.

The Administrative Coordinator is responsible for overseeing the clinical grading for the pre-doctoral

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DMD students. The individual will work closely with the Associate Dean of Academic Affairs, Assistant Dean for Academic Affairs and the IT team to maintain the electronic grading system in axiUm and clinical reports. The individual will handle confidential grading situations and requests. The individual will work with each department to understand the clinical competencies and procedures required for students to complete prior to graduation. S/he will update the policies/procedures and forms used for clinical grades and ensure these documents are current, up-to-date and adhered to. The individual will update the clinical competency manuals and logbooks. The Administrative Coordinator, as necessary, will gather grading data and enter it into the clinical grading database accurately and in a timely manner. S/he will generate reports and key metrics for senior administration to monitor and track student progress and perform periodic audits to ensure accuracy and compliance with requirements. The Administrative Coordinator will be responsible for answering student questions regarding the clinical grading policy, referring questions about specific requirements to the appropriate departments. S/he will also be cross trained with the staff in Academic Affairs to provide assistance as needed.

Qualifications

Basic Requirements:

BS/BA.

3+ years' experience in an office setting.

Excellent communication skills.

Strong organizational skills.

Strong interpersonal skills.

Excellent communication and interpersonal skills to handle the high volume of faculty and students that come through the office.

Sensitivity to confidential information.

Preferred Qualifications:

Experience in an academic or health care setting.

MBA/MS.

Contact Information

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

Contact



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