

Project Administrator - Timothy Griffin Research,
Friedman School of Nutrition
Tufts University

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Posted Jun. 26, 2020, set to expire Nov. 8, 2020

Job Title Project Administrator - Timothy Griffin Research, Friedman
School of Nutrition

Department

Institution Tufts University
Boston, Massachusetts

Date Posted Jun. 26, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory
Health Services

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Job Description

Project Administrator - Timothy Griffin Research, Friedman School of Nutrition - (20001384)
Description

This is a limited term position for 1 year. This is a part-time position working 17.5 hours per week. This is a grant funded position and is not eligible for severance pay.

The Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy, established in 1981, is the only self-governing graduate and professional school of nutrition in North America. Its mission is to improve the nutritional well-being of people worldwide through:

The creation of new knowledge

The application and dissemination of evidence-based information and

The education and training of future leaders in the field

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This mission is fulfilled by bringing together experts from the areas of clinical nutrition, social and public policy, and biomedicine. Faculty at the school include biomedical scientists, economists, epidemiologists, nutritionists, physicians, political scientists and psychologists who focus on a myriad of issues with the common thread of nutrition and its role in fostering the growth and development of human populations.

Wholegrain intake is associated with a reduced risk of coronary heart disease, cardiovascular disease, and total cancer, and mortality from all causes. However, consumers show a preference for foods derived from refined flours and bakers and industrial food producers have developed standardized recipes and processes based on refined flours. The challenge with freshly wholegrain milled flour is that its flavor changes with the season and the regional varieties used, and that it is “alive” and rises faster than standard flour making it harder to use.

This project aims at creating guidelines for incorporating wholegrain flours into baked goods and pastas to overcome the difficulties of using freshly milled whole grain flours into food products that are palatable and accepted by consumers and large populations. We want to make the guidelines widely available. We will then train trainers and bakers through the Mobile Teaching Bakery and Mill will bring what we have learned into schools and communities and will train bakers to use freshly milled wholegrain flours. Our guidelines for bakers and trainings aim to create healthy foods from freshly milled whole grains that can compete with foods from white bleached flour.

Provides specialized, subject matter knowledge to develop, implement, review and evaluate a university Program or Project in collaboration with Manager or Director. Participates in development of goals and strategies; creates data management and filing systems; develops, analyzes and monitors budgets, grants and contracts; and participates in development and implements marketing and advertising efforts including writing content for website and social media material. May design and represent program externally at conferences, meetings and events. Conducts research and drafts reports and results. May oversee recruitment and management of study subjects. May provide advice and counseling to students. Coordinates hiring and training of staff, students and temporary help.

Qualifications

Basic Requirements:

Bachelor's degree in related discipline and 3+ years of related experience OR Master's degree and 1-2 years related experience.

Preferred Qualifications:

Master's degree in related discipline and 3+ years of experience in related field of study.



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Special Work Schedule Requirements:

Part-time, 17.5 hours per week

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact