

Clinical Education Administrative Coordinator - Physical
Therapy Program, School of Medicine
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=150318>

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Posted Nov. 30, 2020, set to expire Apr. 9, 2021

Job Title Clinical Education Administrative Coordinator - Physical
Therapy Program, School of Medicine

Department

Institution Tufts University
Boston, Massachusetts

Date Posted Nov. 30, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Health Services
Administrative Support/Services

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001684>

Apply By Email

Job Description

This job is located in the department of Public Health and Community Medicine (PHCM) in Doctor of Physical Therapy Program.

Under minimal supervision, Administrative Coordinator provides advanced administrative support and communications for the activities related to the Tufts DPT Clinical Education team. S/he will handle complex and confidential situations and requests and serve in a highly visible capacity as resource for department with students, staff, faculty and other constituents. S/he will oversee daily operation of the Clinical Education network, evaluating workflow and productivity. Produces and drafts reports and other complex documents and materials, including proofreading and editing, and other communications. Aids with monitoring, tracking expenditures, troubleshooting problems and preparing reports related to Clinical Education.

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The Administrative Coordinator will also gather data, conduct research and draft reports, summaries or material for presentation. S/he will plan and coordinate meetings and special events, including contacting speakers, designing promotional material and coordinating support for speakers and presenters. May also coordinate programs and/or projects for department.

Qualifications

Basic Requirements:

Typically a high school diploma/GED and 5+ years of administrative experience OR a Bachelor's degree and 3+ years of experience.

Requires advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge.

In addition, bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills.

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