

Program Administrator - Data Intensive Studies Center  
(DISC)  
Tufts University

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Posted Jan. 19, 2021, set to expire Jun. 3, 2021

**Job Title** Program Administrator - Data Intensive Studies Center (DISC)  
**Department**  
**Institution** Tufts University  
Medford/Somerville, Massachusetts

**Date Posted** Jan. 19, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Grant Writer/Technical Writer  
Fiscal Services

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**Apply By Email**

**Job Description**

Program Administrator - Data Intensive Studies Center (DISC) - (20001726)  
Description

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.



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## 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.

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