

Program Administrator - School of Dental Medicine  
Tufts University

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Posted Jan. 12, 2023, set to expire Dec. 31, 2023

<b>Job Title</b>	Program Administrator - School of Dental Medicine
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 12, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/18432?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/18432?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

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### What You'll Do

The Program Administrator 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.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through a completion of a 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

### Contact Information

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

### Contact

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