

**Project Coordinator - School of Dental Medicine  
Tufts University**

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Posted Feb. 23, 2023, set to expire Dec. 31, 2023

<b>Job Title</b>	Project Coordinator - School of Dental Medicine
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 23, 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
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<b>Apply By Email</b>	
<b>Job Description</b>	

**What You'll Do**

**This is a part-time position working 17.5 hours per week.**

Under general supervision, the Project Coordinator provides advanced support and coordination for a university project.

**Essential Functions:**

- Produces a variety of project documents, reports, or literature.
- Responds to a variety of inquiries related to the project, responding to a broad range of issues and providing relevant information to faculty, staff, students and other constituents.
- Organizes and maintains project files and databases. Updates data and tracks project information.

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- Monitors budgets, executes financial transactions and prepares reports.
- Coordinates project marketing and promotional efforts. Arranges logistics for meetings, special events, assisting with planning, determining venue and coordinating production of promotional and presentation materials.
- Conducts internet research and gather information and data draft reports on results
- May provide guidance and work direction to student and temporary workers and assist in training other support staff.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through an Associate Degree and 3-5 years of experience
- Strong knowledge of Microsoft office suite
- Excellent organizational and customer service skills

### Contact Information

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

### Contact