

Graduate Program Coordinator - Economics, School of  
Arts and Sciences  
Tufts University

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Downloaded On: Jul. 17, 2024 3:50pm

Posted Jan. 15, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Graduate Program Coordinator - Economics, School of Arts and Sciences
<b>Department</b>	Department of E
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services Educational Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20038?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20038?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Department of Economics is one of the largest departments in Arts and Sciences, and Engineering. It has twenty-four full-time faculty, approximately fourteen part-time faculty, a large undergraduate program, graduate program, and PhD program. Office staff assist with student questions, with management of the undergraduate and graduate program and with other essential department activities. The graduate program has doubled in size in the past eight years, and we anticipate more growth in the future.

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## What You'll Do

The Program Coordinator provides advanced support and coordination for the graduate programs in the department of Economics. The Program Coordinator will handle the below duties:

- Keeps track of required program paperwork and documents and responds to inquiries and provides detailed information to current and potential graduate students.
- Organizes and maintains files and databases.
- Designs and updates applications or other forms for data entry.
- Coordinates graduate student application, review, and admission process.
- Assists in updating website and posting social media material.
- Participates in development of program or project marketing, communications materials, and alumni outreach.
- Coordinates logistics for meetings and events including travel and arrangements for visiting graduate students.
- Monitors the graduate program budget.
- Acts as a point person for graduate students providing information and advice.

## What We're Looking For

### Basic Requirements:

- Knowledge and skills as typically acquired by an Associate's Degree and 3-5 years of related experience.

### Preferred Qualifications:

- Knowledge of MS and PhD programs

### Special Work Schedule Requirements:

This is a Hybrid position expected to be on campus 4 days each week with the ability to work one day a week remotely.

## Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect



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pay between the minimum and midpoint of the range.

### Contact Information

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

### Contact