

**Program Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=230434>

Downloaded On: Jul. 17, 2024 12:55pm

Posted Feb. 8, 2024, set to expire Dec. 31, 2024

Job Title	Program Coordinator
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20144?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This is a part-time position working 24 hours per week.

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Tufts University School of Dental Medicine, Division of Continuing Education is dedicated to providing patient-centered and clinical-based education for the lifelong learning needs of dental professionals. We strive to develop educational programs that address different patient populations, dental specialties, advancing technologies, and varied practice settings. We create and coordinate programs that incorporate all types of educational methodologies, quality training, and the highest standards of oral health care by utilizing a comprehensive and multidisciplinary approach.

This department develops, coordinates, and oversees these events. Event management includes some early mornings, late evenings, and weekend work. For this reason, the staff of this department operate under flex time.

What You'll Do

The Program Coordinator provides advanced support and coordination for the Division of Continuing Education. They will produce a variety of documents, reports and proposals, responds to inquiries and provides detailed information to constituents. The Program Coordinator organizes and maintains files and databases; designs and updates applications or other forms for data entry. They may assist in updating website and posting social media material. The Program Coordinator participates in development of program marketing and communications materials, coordinates logistics for meetings and events including travel and arrangements for speakers, provides research assistance, and monitors budgets. The Program Coordinator oversees the coordination and management of events including, live-streamed virtual, in person lecture, and workshop courses.

What We're Looking For

Basic Requirements:

- High School diploma and 5+ years of related experience **OR** Bachelor's degree and 0-3 years of related office experience.

Preferred Qualifications:

- Knowledge of or experience in subject matter preferred.
- Previous work in event management.



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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 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

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