

Program Coordinator - Biology, School of Arts and
Sciences
Tufts University

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

Job Title	Program Coordinator - Biology, School of Arts and Sciences
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobs.tufts.edu/jobs/20170?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The [Allen Discovery Center](#) is dedicated to the advancement of basic biology and biomedicine, and to using an integrated approach to control biological structure and function. Through a combination of molecular genetics, biophysics, and computational approaches, researchers at the Center work toward a multi-level control of patterning. Novel technology is being developed to modulate the bioelectric communication that enables cells to coordinate their activities toward specific anatomical and functional end-states. This new type of epigenetic control has significant implications for developmental biology, evolution, unconventional computation, and synthetic bioengineering. Applications in progress include the repair of birth defects, regenerative medicine, cancer reprogramming, and synthetic biology.

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What You'll Do

This is a part time and benefits eligible position at 17.5 hours per week, and is also grant funded and a one year limited term position that is renewable annually.

We are seeking an organized, detailed orientated Program Coordinator to provide advanced administrative support and coordination for [Professor Michael Levin](#) and his lab at the Allen Discovery Center.

This individual will work under the supervision of Emma Taddeo, the Center Project Administrative Director. Utilizing knowledge and skills with varied office system applications, produce and maintain a variety of documents, reports, and spreadsheets. Respond to inquiries and provide detailed information to Dr. Levin and constituents upon request and for ongoing reporting requirements.

The Program Coordinator will be responsible for maintaining several websites related to Dr. Levin and his work. Manage tracking sheets relevant to important data within the lab, such as publication submissions, presentations, talks, and media communications. With assistance, maintain personnel status within the lab, including staff, postdocs, Ph.D. students and undergraduates.

Aid lab members and outside visitors with conference and travel related bookings and expenses. Work to execute financial transactions and appropriately submit relevant P-Card and T-card purchases.

The ideal candidate must be detail-oriented, able to work independently, manage tasks in a timely manner, and be an excellent verbal and written communicator.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Associate Degree and 3-5 years' experience
- Strong knowledge of Microsoft office suite and comfortable with computers and learning new systems



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- Excellent organizational and attention to detail skills
- Well experienced in working with excel and data management sheets

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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