

Program Administrator
Tufts University

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

Job Title	Program Administrator
Department	Center for Black Maternal Health and Reproductive Justice
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Human Resources Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/20196?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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The Center for Black Maternal Health and Reproductive Justice (CBMHRJ) was developed as an extension of the [MOTHER Lab \(ML\)](#). The vision and rationale of the CBMHRJ is to protect the Black birthing experience by advocating for quality, equitable, and respectful care in childbirth. The Center seeks to create a world where Black women can safely, efficiently, and comfortably receive equitable access to healthcare services without having to navigate through racism and/or discrimination in medical settings. The CBMHRJ envisions that the interdisciplinary research center will be integrated with faculty from all Tufts schools.

The mission of the CBMHRJ is to foster academic and community-engaged research in support of the Center's goals to conduct maternal health research with a focus on Black maternal health and eliminating inequities.

The main goal of the Center is to foster maternal health research at Tufts University School of Medicine, with a particular focus on improving the health of Black birthing persons and their babies by reducing maternal health disparities.

What You'll Do

We are looking for a Program Administrator to be responsible for organizing programs and activities for our 35 MOTHER Lab students. Under the guidance of the Unit Lead and Center Manager at the CBMHRJ, you will be tasked with developing programs to support the team's strategic direction, as well as creating and managing long term goals for the MIRAH Fellowship. You will also oversee developing budgets and operating plans for the MOTHER Lab and writing program funding proposals when necessary.

In collaboration with Director and Center Manager, the Program Administrator will develop goals and strategies for the MOTHER Lab and the MIRAH Fellowship. The Program Manager will also be expected to provide advanced, specialized subject matter knowledge to develop, implement, supervise, and evaluate the program.

- Under the guidance of the Unit Lead and Center Manager (includes, but is not limited to):
 - Manage program finances, operations, and human resources including hiring, training, and evaluation of lab members
 - Run annual lab retreat including preparation, scheduling, notes, and team follow-up
 - Run biweekly general lab meetings
 - Run biweekly co-chair meetings

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- Evaluate workflow and productivity in the lab
- Individual check-ins and meetings with ML members
- Check in on committee meetings on a regular (monthly to quarterly) basis
- Track and report out ML achievements
- Maintaining an up-to-date library of Center-produced materials (potentially using Tufts LibGuides)
- Report on ML progress at Center leadership meetings
- Coordinate timesheets and stipends for ML members
- Track of budget and receipts, working with the Center Manager as needed
- Coordinate ML integration with other Center Units on various projects
- Maintain a repository of training materials and providing basic trainings as necessary, including:
 - Time management skills
 - Excel tips and tricks
 - Intro to SPSS
 - Resume building
 - Maintain active members roster and ensure continued contact with alumni
 - Help lab members to realize their strengths and areas for improvement; identifying lab members with particular skills to be shared as training to the rest of the lab
- In collaboration with Director and Center Manager, develops goals and strategies for MIRAH fellowship
- Implements plans and evaluates progress, refining plans and makes changes to policies and procedures as necessary
- Oversees data management systems and evaluation/recommendation for system upgrades or enhancements
- Manages and analyzes budgets and prepares reports and projections.
- Assists director or principal Investigator in writing grants and proposals for new funding opportunities or continued support.
- Designs, and may deliver, seminars, lectures, and other special events.
- Conducts research and drafts reports and results. Presents information and results to management, constituents, and sponsors.
- Manages hiring and training of staff, evaluates workflow and productivity

What We're Looking For



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Basic Requirements:

- To be successful in this role, applicants should have program and/or team management skills.
- A Bachelor's degree and 5 years work experience OR a Master's degree with 3 years is required.

Pay Range

Minimum \$52,600.00, Midpoint \$65,750.00, Maximum \$78,900.00

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