

Program Coordinator - School of Dental Medicine
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=233338>

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Posted Mar. 22, 2024, set to expire Dec. 31, 2024

Job Title	Program Coordinator - School of Dental Medicine
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20301?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

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What You'll Do

The Program Coordinator:

- Provides advanced support and coordination for a university Program or Project.
- Produces a variety of documents, reports and proposals, responds to inquiries and provides detailed information to constituents.
- Organizes and maintains files and databases; designs and updates applications or other forms for data entry.
- Participates in development of program or project marketing and communications materials, coordinates logistics for meetings and events including arrangements for residents, provides assistance, and monitors residents.
- Oversees the coordination and management resident related objectives.

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.

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

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

Contact

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