

Program Administrator
Tufts University

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Downloaded On: Jun. 24, 2024 4:46pm

Posted Apr. 2, 2024, set to expire Dec. 31, 2024

Job Title	Program Administrator
Department	Center for the Enhancement of Learning and Teaching http://provost.tufts.edu/celt/
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20339?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Center for the Enhancement of Learning and Teaching (CELT), a division of the Office of the Provost, invites applications for the position of Program Administrator. The Office of the Provost oversees the University's education, research, faculty affairs, innovation, diversity, equity, inclusion, justice, and accessibility operations. This position is an excellent opportunity for a professional to contribute to a dynamic, well-supported, and seasoned teaching center.

CELT works across all Tufts campuses and schools. The Center's mission (<http://provost.tufts.edu/celt/>) is to collaborate with faculty, departments, and schools across Tufts to advance a culture of learner-centered, critically reflective teaching and leadership rooted in evidence and equity. We aspire to influence and advance the Tufts educational mission by creating an environment that nurtures faculty growth, values the student as a whole person, and promotes innovative and equitable learner-centered practices. We practice these same values in our everyday work and interactions at the Center.

The Center is supported and guided by an enthusiastic and dedicated cross-school advisory board, and CELT has been recognized through the Tufts Champion of Collaboration Award for "successfully building diverse and productive relationships across and beyond the University."

The Center is located on the Medford campus, and the person in this role will be an important part of a dynamic, collaborative, and supportive team that works to develop programming to support ongoing teaching improvement and innovation.

What You'll Do

The Program Administrator is a critical player in every detail of the daily operations of the Center, providing advanced support and coordination for the Center staff. The Program Administrator:

- Oversees management of logistics for both virtual and in-person meetings and events including event promotion, registration processes, attendance tracking, travel and arrangements for speakers, room booking, food orders, and facilities set up.
- Assists in the design and layout of publications, newsletters, and messaging including proofreading, editing, and drafting communications materials and maintaining the Center's website.
- Monitors the Center's budgets and works with the Director on budget forecasting, posts expenses and payroll, reconciles travel expenses, tracks and enters staff time off in the Tufts systems.
- Proactively initiates program development with staff

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- Triages email inquiries, schedules meetings, takes meeting notes for follow-up and maintains a central calendar for the department.
- Organizes and maintains files and databases, tracks faculty engagement in the Center's database (Airtable) and produces reports.
- Orders supplies and communicates with building managers and facilities as needed for repairs.
- May supervise temporary employees or graduate student workers.

Basic Requirements:

- Experience typically acquired by a Bachelor's degree or an Associate's degree and a minimum of 3 years of related professional experience.
- Demonstrated ability to manage multiple projects and programs with attention to detail, plan and meet deadlines, develop and maintain record-keeping systems and procedures
- Knowledge of basic finance, accounting, budgeting.
- Comfort with budget management and willingness to learn Tufts payroll and employee service systems.
- Effective oral, written, and communication skills.
- Strong interpersonal skills.
- Ability to coordinate programming (events, conferences) with multiple partners and work as part of a collaborative team.
- Ability to learn a range of technologies, including communication technology - including maintaining our website, creating marketing emails, Google & Microsoft Office suites and Data management entry, and generating reports (AirTable).

Preferred Qualifications:

- Previous experience in event management.
- Prior experience in website maintenance and design.
- Experience with the design and production of promotional materials.
- Experience with Tufts-supported software programs, including Google Documents, Sheets, Forms; Microsoft Word, Excel, PowerPoint, Canvas, and/ or Qualtrics.

Special Work Schedule Requirements:

- The Program Administrator's position is a full-time hybrid position expected to work on campus 3 days each week, with additional days as needed to support programming.



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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