

Program Coordinator Tufts University

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Posted Apr. 10, 2024, set to expire Dec. 31, 2024

Job Title	Program Coordinator
Department	
Institution	Tufts University Seattle, Washington
Date Posted	Apr. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20382?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This position is located in Seattle, Washington and is expected to be on campus part of the week.

The Program Coordinator is responsible for the day-to-day administrative functions of the [Doctor of Physical Therapy Program-Seattle \(DPT Program-Seattle\)](#) and primarily supports the Admissions and Clinical Education teams. The Program Coordinator coordinates the collecting, maintaining, and reporting of student records, and ensures that records compliance and confidentiality are maintained in all administrative processes. This role also coordinates the collection, processing, and evaluation of admission applications, and ensures that applicant privacy and confidentiality are maintained in all administrative processes. This position works closely with the DPT Program Clinical Administrative

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Coordinator to ensure consistencies in student information, schedules, and clinical education placement information.

The Program Coordinator for the DPT Program-Seattle is a full-time Hybrid position. This position is hybrid, with faculty who live across the United States. In order to effectively support the program, staff must live in the Seattle area and must be willing to work downtown at our office location for designated periods of time. Full-time employment is based on 35 hours per week. Evening and weekend hours may be occasionally required.

What You'll Do

- Produces a variety of documents, reports, proposals or materials.
- Responds to various inquiries, handling issues and providing relevant information to students, faculty, staff and other constituents.
- Organizes and maintains program files and databases. Updates and tracks student and program information.
- Monitors budgets and tracks program spending. Makes recommendations for purchases or cost savings. May initiate purchase of material and supplies for program, executes financial transactions.
- Coordinates marketing and advertising efforts for program. Assists in writing, editing and designing applications, flyers and other promotional materials. Assists in updating website and posting social media material.
- Coordinates logistics for meetings, seminars, lectures and other special events including planning events, determining venue and coordinating production of materials, audio visual and other set up needs. May make travel, payment and other arrangements for speakers and presenters.
- Conducts assigned research and gathers information and data, organizing and drafting reports on results.
- May provide guidance and work direction to student and temporary workers and assists in training other support staff.

What We're Looking For

Basic Requirements:

- Knowledge & Skills as Typically Acquired Through Associate Degree and 3-5 Related Experience



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- Strong knowledge of Microsoft office suite
- Excellent organizational and customer service skills

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