

## Graduate Program Coordinator - Biology Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=234482>

Downloaded On: Dec. 21, 2024 11:17am

Posted Apr. 11, 2024, set to expire Dec. 31, 2024

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| <b>Job Title</b>            | Graduate Program Coordinator - Biology  |
| <b>Department</b>           | Department of Biology   |
| <b>Institution</b>          | Tufts University<br>Medford, Massachusetts  |
| <b>Date Posted</b>          | Apr. 11, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Coordinator   |
| <b>Academic Field(s)</b>    | Admissions/Student Records/Registrar<br>Administrative Support/Services   |
| <b>Job Website</b>          | <a href="https://jobs.tufts.edu/jobs/20386?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20386?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Overview

The Tufts Department of Biology in the School of Arts and Sciences is dedicated to providing for our students a unified and comprehensive view of biological processes and opportunities for undergraduates to actively participate in cutting-edge biological research in molecular biology, cell biology, genetics, physiology, plant ecology, animal behavior, and conservation biology. The Department of Biology maintains an active research and teaching program on the Medford campus and in various field locales, and trains and advises graduate and undergraduate students as well as post-doctoral fellows.

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### What You'll Do

The Graduate Program Coordinator provides advanced support and coordination for the graduate programs in the department of Biology. The Program Coordinator will handle the below duties:

- Keeps track of required program paperwork and documents, responds to inquiries and provides detailed information to current and potential graduate students.
- Organizes and maintains files and databases; designs and updates applications or other forms for data entry.
- Coordinates graduate student application, review, and admission process.
- Assists in updating website and posting social media material.
- Participates in development of program or project marketing, communications materials, and alumni outreach.
- Coordinates logistics for meetings and events including travel and arrangements for visiting graduate students.
- Monitors the graduate program budget.
- Acts as a point person for graduate students providing information and advice.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a High School diploma and 5+ years of related experience OR Bachelor's degree and 0-3 years of related office experience
- Knowledge of MS and PhD programs

#### Special Work Schedule Requirements:

This is a hybrid position that is expected to be on campus 4 days each week.



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### **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**