

Graduate Program Coordinator - Eliot Pearson Child  
Study and Human Development  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=234600>

Downloaded On: Jun. 30, 2024 11:22am

Posted Apr. 15, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Graduate Program Coordinator - Eliot Pearson Child Study and Human Development
<b>Department</b>	Eliot-Pearson Department of Child Study and Human Development
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Apr. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Educational Services Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20388?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20388?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**

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The Eliot-Pearson Department of Child Study and Human Development is committed to strengths-based and systems-connected understanding of the lives of diverse children, youth, families, and communities. The department provides a vibrant, inclusive, multidisciplinary community dedicated to applied research, learner-centered teaching, and preparing students for a variety of careers. We offer the following degree programs: a BA in child study and human development, an MA program with both research and professional development opportunities, and one of the nation's leading doctoral programs focused on applied developmental science

### What You'll Do

Under minimal supervision, the Program Coordinator provides advanced administrative support and coordination for a university program. The Program Coordinator will handle the below duties:

- Utilizing knowledge and skills with varied office system applications, produce a variety of documents, reports, and proposals
- Respond to inquiries
- Manage confidential situations and resolve problems
- Provide detailed information
- Serve as the primary resource for graduate students, faculty, staff, and other constituents as related to department's graduate program

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 3+ years of experience
- Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet, and database knowledge
- Excellent organizational and interpersonal skills
- Ability to work independently and as a team

#### Preferred Qualifications:

- Event planning and/or communication-based/customer service work history
- Experience working in a higher education atmosphere
- Technologically inclined candidates are preferred with knowledge of and ability to use Qualtrics survey software (including creating surveys and downloading data), Google apps (e.g., google docs), Microsoft Office products (e.g., WORD, excel, powerpoint), and video conferencing platforms (e.g., Zoom)

#### Special Work Schedule Requirements:

This is a hybrid role that is expected to be on campus at least 3 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**

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