

**Program Coordinator
Tufts University**

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Posted May 3, 2024, set to expire Dec. 31, 2024

Job Title	Program Coordinator
Department	Office of Educational Affairs
Institution	Tufts University Medford, Massachusetts
Date Posted	May 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://jobs.tufts.edu/jobs/20465?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Educational Affairs at Tufts University School of Medicine is primarily responsible for the medical school academic programs, curriculum design and delivery, system-wide evaluation, faculty development and educational scholarship, interaction with the offices of Student Affairs, Registrar, and Professional Degree Programs, and promotion of academic excellence through grant participation for innovative programs.

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The Jonathan M. Tisch College of Civic Life prepares students in all fields of study for lifetimes of active citizenship. Tisch College promotes new knowledge in the field and applies this knowledge to evidence-based practice in programs, community partnerships, and advocacy efforts. Central to the university's mission, the college offers Tufts' students opportunities to engage in meaningful community building, civic and political experiences, and explore commitments to civic participation.

Occasional travel to community partner sites in Boston and potentially Maine.

What You'll Do

The position reflects a partnership between the Tufts University School of Medicine and Tisch College of Civic Life, and will support medical student engagement with scholarship, including the Scholarly Project requirement, and engagement with Community Service Learning/Civic Life programs. The position will be physically based on the Boston campus and has an option for a hybrid work arrangement. This student-facing role will consist principally of coordinating two longitudinal, self-directed components of the MD Curriculum - the Scholarly Project and Community Service Learning (CSL) - as well as supporting related educational programming.

- Serve as a key point of contact and resource for TUSM students:
 - Develop and maintain CSL and Scholarly Project resources and databases.
 - Advise students on community engagement and research opportunities through individual meetings and programmatic efforts.
 - Communicate with students regarding updates, reminders, opportunities, and events.
 - Promote and support community volunteer and research opportunities with key partners.
- Organize and support educational programming for best practices in service learning, community engagement, and scholarly work in healthcare education.
 - Update educational online modules on a regular basis
 - Help connect medical students with community service and scholarship opportunities
 - Promote and support other Tisch educational programs such as Distinguished Speaker Series, Tisch Fund for Civic Engagement, Tisch Community Research Center, and others
 - Coordinate presentations of Scholarly Project work for graduating medical students
- Information management and administrative functions:
 - Manage the CSL and Scholarly Project databases including data on student projects and progress toward completion of requirements

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- Develop and maintain accessible databases of scholarship opportunities within TUSM at both the faculty and student level.
- Support course directors and educational leaders of educational scholarship and community service programming at TUSM, including participating in regular meetings to discuss progress and help identify and address challenges.
- **Assessment:**
 - Facilitate program assessment, including compiling program data for reaccreditation, annual reports for the university, and developing survey questions for students.
 - Seek regular feedback from students, faculty, and community partners
 - Work with Community Partnerships director and Community Relations to assess impact on community.

What We're Looking For

Basic Requirements:

- Bachelor's degree and 2+ years of relevant experience; or over 4 years relevant experience
- Experience with scholarly work, civic engagement, and/or community service programming
- Program coordinator or management experience
- Passion for working with students
- Strong organizational skills
- Excellent communications skills
- Microsoft Office Suite, program website management, and/or learning management system familiarity.

Preferred Qualifications:

- Interest in addressing health inequities, promoting health justice, and research
- Ability to work independently
- Experience working with students
- Familiarity with community organizations, nonprofits, K-12 educational settings
- Comfort with balancing a range of responsibilities that involve interpersonal and administrative work

Pay Range



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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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