

## Program Coordinator Tufts University

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Downloaded On: Oct. 12, 2024 10:04pm

Posted May 14, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Program Coordinator
<b>Department</b>	DPT Program
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 14, 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>	Information Technology Communications/Public Relations Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20484?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20484?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Under general supervision, provides advanced administrative support and coordination for a university program. Utilizing knowledge and skills with varied office system applications, produces a variety of documents, reports and proposals. Responds to inquiries and provides detailed information to constituents.

The Program Coordinator coordinates the creation, distribution, and maintenance of the IT systems including social media, education systems, virtual attendance and ensures that compliance and confidentiality are maintained in all administrative processes. This role also requires the evaluation of social media marketing strategies, event planning, and on-site student and faculty technical support

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during lab immersions. The Program Coordinator is also responsible for managing a variety of program documents, databases, and reports for the DPT Program.

### What You'll Do

#### Essential Functions:

- 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.
- Other duties as necessary per Program Director and Program Manager.

### What We're Looking For

#### Basic Requirements:

- Associate Degree
- 3-5 years 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**