

Senior Program Coordinator - Tisch College  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236547>

Downloaded On: Jun. 29, 2024 12:24pm

Posted May 24, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Senior Program Coordinator - Tisch College
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 24, 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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20533?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20533?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

Please submit a cover letter with your application.

## Senior Program Coordinator - Tisch College Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236547>

Downloaded On: Jun. 29, 2024 12:24pm

Posted May 24, 2024, set to expire Dec. 31, 2024

The Jonathan M. Tisch College of Civic Life is a national leader in civic education, whose teaching, research, and community partnerships are setting the standard for higher education's role in civic engagement. As the only university-wide college of its kind, Tisch engages Tufts students in transformational learning opportunities via hands-on field-based experiences, community building, and public service. These engagements prepare them to become active citizens and community leaders. Tisch research centers conduct groundbreaking research on young people's civic and political participation and forge innovative participatory action research partnerships with communities.

Tisch College's North Star—building robust, inclusive democracy for an increasingly multiracial society—seeks to cultivate knowledge, leaders and living experiments that expand possibilities for democratic development in the context of increasing risks to democracy worldwide. Our work supports the University's efforts to become an anti-racist institution. Our programs and research centers focus on strengthening the political participation and voices of historically marginalized people, especially youth, and on addressing the challenges of building and reviving democratic institutions needed for multiracial/ethnic societies.

At Tisch College, every Tufts student – whatever their field of study, school, or degree program – has a pathway to civic engagement. The Tisch College student programs team oversees a robust portfolio of curricular and co-curricular opportunities for students across the university to develop and enhance civic learning.

### What You'll Do

- Under the supervision of the program manager and in collaboration with a program administrator, the Student Programs Senior Coordinator provides support to multiple Tisch College student programs and affiliated clubs.
- The student programs Senior Coordinator plays an integral role in supporting our work to meet students where they are and engaging them throughout their time at Tufts.
- The Senior Program Coordinator will organize and maintain files/databases, update and track student and program information and oversee entry/maintenance of data.
- They will arrange logistics for meetings/seminars/lecturers/events.
- They plan travel, submit payments/reimbursements for students, speakers and presenters in collaboration with the Administrative support staff and University vendors.
- They will also be responsible for monitoring budgets and tracking spending.
- The Senior Program Coordinator will serve as a liaison between Tisch student programs team and student leaders, club members, and program participants; this includes managing correspondence, onboarding, attending events, and supporting content delivery for a subset of programs.
- They will support the hiring of student workers, teaching assistants, peer leaders and more across programs.
- They will attend team meetings, all-Tisch staff meetings, and other regular programming including events

## Senior Program Coordinator - Tisch College Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236547>

Downloaded On: Jun. 29, 2024 12:24pm

Posted May 24, 2024, set to expire Dec. 31, 2024

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of an Associates Degree and 5-7 years' experience **OR** higher degree with 3-5 years' experience.
- Experience working with students and student programs.
- Strong, organizational, and communication skills.
- Innovative, creative problem-solver able to manage multiple time-sensitive projects at once, with a high level of energy and responsiveness.
- Experience working in a culturally diverse environment, with a commitment to equity and inclusion, with people representing diverse social identities and political perspectives.
- Strong technology skills (Word, Excel, PowerPoint, Outlook).

#### Preferred Qualifications:

- Bachelors or Master's degree.
- Strong interest in pathways to civic and political engagement for young people.
- Seasoned judgement and discretion, including experience handling and maintaining the confidentiality of personal information.
- Experience in higher education.
- Knowledge or experience with GivePulse, Monday.com.

#### Special Work Schedule Requirements:

This job involves responsibilities that are performed on a hybrid schedule, requiring 3 days in the office and 2 days remote.

### Pay Range

Minimum \$29.10, Midpoint \$34.65, Maximum \$40.20

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



## Senior Program Coordinator - Tisch College Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236547>

Downloaded On: Jun. 29, 2024 12:24pm

Posted May 24, 2024, set to expire Dec. 31, 2024

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

,