

## Program Coordinator Tufts University

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Downloaded On: Jun. 28, 2024 1:50am

Posted May 28, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Program Coordinator
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 28, 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>	Research/Technical/Laboratory Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20537?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20537?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Departments of Developmental, Molecular and Chemical Biology and Immunology are Basic Science research departments in the School of Medicine. Members of the departments carry out research on fundamental and medically related problems in different aspects of cell biology and immunology.

### What You'll Do

Provides advanced support and coordination for a university Program or Project. Produces a variety of documents, reports and proposals, responds to inquiries and provides detailed information to constituents. Organizes and maintains files and

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databases; designs and updates applications or other forms for data entry. May assist in updating website and posting social media material. Participates in development of program or project marketing and communications materials, coordinates logistics for meetings and events including travel and arrangements for speakers, provides research assistance, and monitors budgets.

- Produces a variety of documents, reports, proposals or literature
- Responds to inquiries and provides information to students, faculty, staff and other constituents; researches and resolves problems or concerns
- Organizes and maintains program/project files and databases; designs and updates applications and other forms for data entry.
- Monitors budgets and executes financial transactions.
- Tracks program/project spending; reviews budget with manager and makes recommendations for purchases or cost savings
- May initiate purchase of material and supplies for program/project.
- Coordinates marketing and advertising efforts for program/project
- Assists in writing, editing and designing applications, flyers and other promotional literature
- Assists in updating website and posting social media material
- Coordinates logistics for meetings, seminars, lectures and other special events
- Assist in planning events including identifying topics, activities, speakers, intended audience, etc.
- Plan dates, design invitations, determine venue and coordinate production of materials, audio visual and other set up needs
- Make travel, payment and other arrangements for speakers and presenters
- Conduct internet research and gather information and data
- Organize and draft reports on results.
- Provides guidance and work direction to student and temporary workers and assists in training other support staff.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills typically acquired through the completion of a High School diploma and 5+ years of related experience OR Bachelor's degree and 0-3 years of related office experience

#### Preferred Qualifications:

- Knowledge of or experience in subject matter preferred.

### 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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