

Project Administrator Department of Civil and
Environmental Engineering
Tufts University

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Posted May 29, 2024, set to expire Dec. 31, 2024

Job Title	Project Administrator Department of Civil and Environmental Engineering
Department	Department of Civil and Environmental Engineering
Institution	Tufts University Medford, Massachusetts
Date Posted	May 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20521?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Civil and Environmental Engineering is focused on applying engineering and science to help society anticipate and respond to the emerging challenges of our changing world.

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The research team “MOCEAN (Mission is the OCEAN)” team is supported by NSF to develop a strategic plan and grow an innovation community to advance the Nature-Inclusive Design (NID) and operation of multi-purpose offshore wind energy farms; see <https://m-ocean.org> The objective of MOCEAN is to improve ocean health, increase fishing stocks, create a broader new blue economy, and bring benefits to communities that have the most to gain (or lose) from the energy transition and the effects of a changing climate. Those engaged through MOCEAN include researchers, educators, scientists, community leaders, industry, suppliers, economic development organizations, aquariums, regulators, asset managers, state policymakers, bluetech innovators, justice advocates, entrepreneurship supporters, clean energy organizations, and environmentalists. The Core Team directly funded by this award are Tufts University, the Woods Hole Oceanographic Institution, the New England Aquarium, SeaAhead, UMass-Boston, and Rutgers University.

What You'll Do

A fulltime Project Administrator (PA) is sought to support a recently funded multi-institutional project from the National Science Foundation (NSF); the lead organization for this NSF project is Tufts University. This position will be filled as soon as a suitable candidate is found, and it is funded by NSF through February 28, 2026. The research team will be seeking additional funding to support the continuation of this position and the addition of new and more senior positions. The remainder of this note presents information on the funded project, responsibilities of the PA, and the nature of this opportunity for those who may be interested in this position.

The responsibilities of the PA will be to support the operation and breadth of activities of MOCEAN, which includes organizing meetings, workshops, webinars, and other events (online, in-person, and hybrid) as well as documents and other materials. The PA will report to Dan Kuchma from Tufts University, who is the Principal Investigator for the NSF award. In addition to co-organizing events, meetings, and materials, key responsibilities of the PA include:

- Be the Executive Administrator responsible for all administrative and operational aspects
- Be responsible all budgetary tracking, expense reimbursement, and interfacing with the various university research offices to ensure project financing and tracking
- Manage external communications, outreach and social media presence, including maintaining and improving the MOCEAN website (m-ocean.org)
- Maintain digital library of all MOCEAN documents, presentations, and other project materials
- Provide a primary point of communication/organization among MOCEAN Core Team members; with partnering organizations in government, academia and industry.
- Organize and deliver the various meeting logistics and operations



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What We're Looking For

Basic Requirements:

Knowledge and skills typically acquired by a Bachelor's degree

3+ years of related experience

Strong organizational and problem-solving skills

Excellent verbal and written communication skills

Preferred Qualifications:

Knowledge/familiarity with standard project management concepts

Pay Range

Minimum \$52,600.00, Midpoint \$65,750.00, Maximum \$78,900.00

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