

Program Administrator
Tufts University

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Posted Jun. 6, 2024, set to expire Dec. 31, 2024

Job Title	Program Administrator
Department	Dental Administration
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20584?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

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What You'll Do

The Program Administrator provides advanced support and coordination for a university Program or Project. The Program Administrator will handle the below duties:

- Produces a variety of documents, reports and proposals
- Responds to inquiries and provides detailed information to constituents
- Organizes and maintains files and databases
- Designs and updates applications or other forms for data entry
- Participates in development of program or project marketing and communications materials
- Coordinates logistics for meetings and events, including arrangements for residents, providing assistance, and monitoring residents
- Oversees the coordination and management resident related objectives

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a completion of a Bachelor's degree in related discipline and 3+ years of related experience OR Master's degree and 1-2 years related experience

Preferred Qualifications:

- Master's degree in related discipline and 3+ years of experience in related field of study

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.



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Contact Information

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

Contact

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