

Program Administrator
Tufts University

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Downloaded On: Dec. 21, 2024 8:09am

Posted Jun. 12, 2024, set to expire Dec. 31, 2024

Job Title	Program Administrator
Department	Department of Family Medicine (FM)
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management Educational Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20597?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Department of Family Medicine (FM) is actively involved in medical education, research, and clinical care. The medical education includes learners who are high school students, undergrads, medical students from all four years of medical school, and residents. The Department is affiliated with and collaborates with four FM residencies: The Tufts FM Residency at Cambridge Health Alliance, the Lawrence FM Residency, the Maine Medical Center FM Residency, and the Portsmouth FM Residency. Our faculty work hard in all of these arenas to improve patient health, community health, and to promote diversity, equity, and inclusion. We are working hard to help the medical school become an anti-racist institution.

Mission Statement:

- We develop outstanding physicians who champion evidence, demand health justice, and advocate for patients at the individual, community, and societal level. We promote the values of Family Medicine through research, medical education, and relationship-based care.

To accomplish our mission, we:

- Educate learners in a supportive, inclusive, and anti-racist environment
- Deliver and model high quality primary care that promotes the patient-doctor relationship
- Conduct innovative research that advances Family Medicine scholarship and clinical practice
- Advocate for health justice, promoting social change to dismantle systems of oppression
- Commit to authentically improving inclusion and diversity within our department, specialty and institutions
- Teach and model advanced information mastery skills to locate, appraise and apply valid and reliable evidence at the point of care, in order to render the highest quality patient care

Vision Statement:

- Our passion for health justice, relationship-based care, and evidence-based medicine will lead to the delivery of cutting edge clinical Family Medicine, ensuring that all people have access to health care as a fundamental human right, and improving health outcomes for all patients, especially those who are vulnerable, marginalized, or underserved.

What You'll Do

Manages the educational and administrative activities for the department. Participates in development of goals and strategies; creates data management and filing systems; develops, analyzes and monitors budgets, grants and contracts. Represents department externally at conferences, meetings and events. Designs & coordinates medical conferences with faculty. Coordinates the recruitment of

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standardized patients. Conducts research and drafts reports and results. Oversees the faculty appointment and promotions process for the department. Provides advice and support to students. Supports department faculty. Coordinates the hiring and training of students and temporary help.

- Maintains department budget, creates monthly budget reports, processes all invoices & payments, organizes and prepares department annual report
- Processes faculty appointments, promotions, and terminations
- Maintains department website, social media
- Manages FM Clerkship didactic sessions
- Presents assignment instructions, manages online course system & online textbook, receives & reviews student assignments, tracks & calculates student grades
- Organizes and facilitates Standardized Patient Exercises
- Manages student evaluations
- Coordinates faculty schedules for clerkship didactics
- Prepares annual report and newsletter for Department, Dean, and Funders
- Organizes and plans medical conferences & attends local and national conferences
- Creates presentations for faculty
- Supports research and drafts reports and results of research
- May supervise student or temporary employees.
- Supports the Chair of the Department
- Schedules faculty meetings

What We're Looking For

Basic Requirements:

- Bachelor's degree in related discipline and 3+ years of related experience OR Master's degree and 1-2 years related experience



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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