

Curriculum Manager Tufts University

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Posted Jun. 18, 2024, set to expire Dec. 31, 2024

Job Title	Curriculum Manager
Department	Office of Educational Affairs
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20610?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The [Office of Educational Affairs](#) (OEA) at Tufts University School of Medicine is primarily responsible for the medical school academic programs, curriculum design and delivery, system-wide evaluation, faculty development, interaction with the offices of Student Affairs, Registrar, and Professional Degree Programs, and promotion of academic excellence through grant participation for innovative programs.

What You'll Do

The Curriculum Manager is responsible for the day-to-day managing, coordination, and delivery of the pre-clerkship (1st and 2nd year) medical school M.D. curriculum. The Curriculum Manager works under the supervision of the Director of Curriculum within the Office of Educational Affairs (OEA). They

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ensure the successful delivery of all elements of the first and second-year curriculum including:

Responsibilities include:

- Ensures the successful delivery of all elements of the first and second-year curriculum
- Creates and edits academic schedules
- Manages course pages on CANVAS and other learning system platforms
- Meets regularly with Course Directors, other faculty, and staff to develop and deliver courses
- Tracks and manages educational materials administers exams, and interacts with medical students on various aspects related to the pre-clerkship medical curriculum
- Attends meetings with students, faculty, and other offices within the medical school, such as Course Director meetings, student representative meetings, and the Curriculum Committee
- Collaborates on activities critical to the mission of the Office of Educational Affairs

What We're Looking For

Basic Requirements:

- Knowledge and skills and typically acquired through completion of a Bachelor's degree
- 3+ years of relevant experience in higher education, healthcare, or curriculum delivery
- Passion for working with students
- Strong organizational skills
- Excellent communications skills
- Microsoft Office Suite and/or learning management system familiarity

Preferred Qualifications:

- Experience working with students
- Comfort with balancing a range of responsibilities that involve interpersonal and administrative work
- Ability to maintain composure, think clearly and alleviate stress of students in challenging situations
- Supervisory experience

Pay Range

Minimum \$70,000.00, Midpoint \$87,550.00, Maximum \$105,100.00



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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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