

## Curriculum Manager Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=237833>

Downloaded On: Jun. 30, 2024 11:32am

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

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

### 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

## Curriculum Manager Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=237833>

Downloaded On: Jun. 30, 2024 11:32am

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

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



## Curriculum Manager Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=237833>

Downloaded On: Jun. 30, 2024 11:32am

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

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**

,