Program Coordinator - The Gordon Institute
Tufts University

Job Title	Program Coordinator - The Gordon Institute
Department	
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Jul. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20775?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

For over three decades, the Gordon Institute has provided students with the knowledge and skills they need to lead both teams and entire companies. Our graduate and undergraduate engineering management, innovation and management, and entrepreneurship programs are taught by faculty who have excelled in industry, have started and run their own companies, and know what it takes to succeed in the business world.

Program Coordinator - The Gordon Institute
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We focus on technology leadership, innovation, and entrepreneurship—in classes, hands-on projects, and real-world experiences—to provide students the practical leadership tools necessary to develop innovative ideas that will make a difference in the world. Our alumni have become leaders in an array of public, private, and non-profit companies representing all industries from biotech to finance to technology R and D.

What You'll Do

The Program Coordinator is a member of the Program Operations Team at Tufts Gordon Institute (TGI) and will primarily coordinate TGI's undergraduate programming while also administratively supporting graduate, co-curricular, and community programs and events.

As a member of the active and dynamic Program Operations Team, the Program Coordinator will primarily coordinate TGI's undergraduate programming while also administratively supporting graduate, co-curricular, and community programs and events. The Program Coordinator interfaces with students, faculty, and staff across Tufts University to ensure that programs are well executed, achieve positive outcomes, and support student success. The role is responsible for providing an exemplary student experience and for supporting faculty needs to achieve teaching excellence. Additionally, this role will contribute regularly to the organization and execution of academic and co-curricular events. As part of the role, the Program Coordinator is responsible for creating effective relationships across the University and working with team members to achieve TGI's programmatic goals. While a large of part of the role is about supporting planned activities, the successful candidate will demonstrate the ability to think quickly and independently troubleshoot issues as they arise.

What We're Looking For

Basic Requirements:

- Bachelors or associate degree and 0-3 years of experience
- Highly proficient with Microsoft Office Suite (Word, Excel, PowerPoint)

Preferred Qualifications:

- Experience coordinating programs and managing deadlines
- Experience in an academic setting and interfacing with diverse students and faculty
- Ability to work in a fast paced, collaborative office environment and adapt to change
- Strong interpersonal skills and a team player mentality
- Strong task management, time management, and organizational skills
- Detail-oriented and takes pride in work
- Knowledge of or interest in technology, innovation, entrepreneurship, and leadership
- Comfortable with learning and using a number of productivity tools such as Canvas, Qualtrics, Slack, Monday.com, HubSpot, and Zoom

Pay Range

Minimum $26.70, Midpoint $31.80, Maximum $36.80

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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