Program Coordinator
Tufts University

Job Title	Program Coordinator
Department	
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Aug. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobs.tufts.edu/jobs/20793?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Reporting to the Program Manager, the Program Coordinator is chiefly responsible for supporting faculty and students of the Physician Assistant Program which is located on the Tufts University School of Medicine Boston Campus. The Physician Assistant Program is a Master of Medical Science degree granting program, is 25 months in length, and has a total of 100 students enrolled. Students spend 12 months in didactic classroom-based education and 13 months in clinical rotations with affiliated hospitals and medical practices. This full-time position is responsible for administrative oversight of admissions, orientation, semester setup, course and instruction evaluation, exam proctoring, major events such White Coat and Graduate Reception, among other tasks. This position produces a variety of reports, assists with maintenance of websites, internal trackers and manuals, and manages communications to prospective and current students via email and phone. This central position is primarily in person, with the expectation of 3-4 days on campus and 1-2 days remote.

What You'll Do

This position requires excellent customer service and communication skills and fluency in the Microsoft Office suite (Excel, Outlook, Word, PowerPoint). Applicants must be task orientated, have attention to detail, and be willing to learn multiple platforms related to admissions applications, exam and curriculum delivery, survey evaluations, room reservations, and faculty appointments. This position must be willing and excited to support the various needs of faculty, staff, and students as needed.

What We're Looking For

Basic Requirements:

- A High School Degree and 4+ years of administrative service or a Bachelor Degree and 2+ years of administrative service
- Intermediate-to-advanced computer skills (Excel, Word, Outlook)
- Excellent attention to detail and organizational skills
- Excellent communication skills
- Internet access when working from home

Preferred Qualifications:

- Responds to inquiries and provides information to applicants, students, faculty, staff, and other constituents via phone and email
- Assists with major events such as admissions, orientation, White Coat, and Graduate Reception
- Organizes and maintains program/project files, databases, and trackers
- Assists with updating program website, Student Handbook, and internal manuals
- Coordinates room and audio recording reservations, guest lecturer evaluations, syllabi review, and communicates with Registrar regarding course entry and evaluation
- Synthesize data to produce reports related to admissions, course evaluation metrics, and program surveys using PDF and Excel

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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