

**Program Coordinator  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=242896>

Downloaded On: Nov. 23, 2024 8:25am

Posted Aug. 8, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Program Coordinator
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Aug. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20810?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20810?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

This position is based in Phoenix, Arizona and offers a hybrid work schedule, with an expectation for employees to be on-campus a few days each month on a rotating basis.

## Program Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=242896>

Downloaded On: Nov. 23, 2024 8:25am

Posted Aug. 8, 2024, set to expire Dec. 31, 2024

The Program Coordinator is responsible for the day-to-day administrative functions of the Doctor of Physical Therapy (DPT) Program-Phoenix and primarily supports the Office of Student Affairs, with a secondary role assisting with Clinical Education. The Program Coordinator coordinates the collecting, maintaining, and reporting of student and faculty records, and ensures that records compliance and confidentiality are maintained in all administrative processes. The Program Coordinator is responsible for managing a variety of program documents, databases, and reports for the DPT Program-Phoenix and preparing documents for dissemination. The position works closely with the Program Manager, Program Coordinators, and Directors.

The Program Coordinator for the DPT Program-Phoenix is a full-time employee. Full-time employment is based on 35 hours per week. Evening and weekend hours will be required during on-site clinical skills labs that occur up to 2 times each semester and occasional program-related events.

### What You'll Do

#### Basic Requirements:

- Collaborates with the Director of Student Affairs to assure student affairs materials are current and aligned with program goals and needs.  
Prepares agendas and materials, records, and produces meeting summaries for Office of Student Affairs Committee meetings.  
Responds to various inquiries, handling issues and providing relevant information to students, faculty, staff and other constituents.  
Organizes and maintains program files and databases. Updates and tracks student, faculty and program information.
- Demonstrates confidence, discretion, and proficiency in interpersonal and team skills in order to effectively interact with people at all levels.
- Coordinates logistics for meetings, seminars, lectures, and other special events including planning events, determining venue and coordinating production of materials, audio visual and other set up needs. May make travel, payment and other arrangements for speakers and presenters.
- Schedules appointments, meetings, and other engagements, and maintains the DPT Program-Seattle calendar system, including but not limited to out-of-office calendars and curriculum specific events, together with individual calendars of personnel in the DPT Program-Seattle.
- Assists as needed with exam proctoring during lab immersions.

## Program Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=242896>

Downloaded On: Nov. 23, 2024 8:25am

Posted Aug. 8, 2024, set to expire Dec. 31, 2024

- May provide guidance and work direction to student and temporary workers and assists in training other support staff.
- Possess the initiative to act with self-direction and independently to correct and improve operations in the DPT Program.
- Demonstrates ability to multi-task, prioritize work, and manage competing priorities in a fast paced, deadline- driven administrative office.
- Assists with special events for the campus, from general campus tours, student events, VIP events, Alumni events etc.
- Assist the Program Manager, Program Director, and various Department Directors as needed/appropriate.
- Attends DPT faculty and staff meetings as appropriate/assigned.
- Collaborates with other DPT-Seattle staff on projects when needed to ensure operational continuity for the program.
- Maintain a neat, organized, inviting and welcoming environment for the DPT Program-Seattle
- Performs other duties as assigned.

### What We're Looking For

#### Preferred Qualifications:

- Knowledge & Skills as Typically Acquired Through Associate Degree and 3-5 Related Experience
- Strong knowledge of Microsoft office suite
- Excellent organizational and customer service skills

#### 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



Program Coordinator  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=242896>

Downloaded On: Nov. 23, 2024 8:25am

Posted Aug. 8, 2024, set to expire Dec. 31, 2024

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

,