

**Project Administrator
Tufts University**

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Downloaded On: Oct. 12, 2024 10:21pm

Posted Aug. 12, 2024, set to expire Dec. 31, 2024

Job Title	Project Administrator
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20838?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This position is for a Project Administrator to oversee all aspects of a grant awarded to Dr. Michael Siegel in the Department of Public Health and Community Medicine at the Tufts University School of Medicine. This is a full-time, grant-funded position running from September 1, 2024 through December 31, 2025. The purpose of the grant is to convene a series of dialogues between a group of gun owners and non-gun owners in order to try to negotiate a roadmap for gun violence prevention policy that is both effective and supported by both sides in the debate.

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What You'll Do

- In collaboration with principal investigator, participate in the development of goals, strategies, and planning for the project.
- Implement project plan and evaluate and report on progress.
- Create project schedule and timeline and ensure that project adheres to timeline.
- Serve as primary manager and administrator for the project team.
- Supervise students working as assistants on the project.
- Develop the details of the dialogue, including the roles and responsibilities of each of the collaborators and partners, planning the timing and number of sessions, and setting the agenda for each of the sessions, including the extent of formal mediation.
- Identify stakeholders and specific organizations and individuals to ideally be represented at the dialogue sessions.
- Recruit and screen potential participants in the dialogue.
- Plan the detailed agenda for each dialogue session, including preparation o prepping materials, speakers, readings and other documents, and facilitation methods for each session.
- Develop a series of pre-dialogue online trainings on key aspects of gun violence policy to prepare participants for the dialogue.
- Prepare summary notes for each of the dialogue sessions.
- Serve as the primary planner and administrator for the full-day in-person conference, including making hotel and travel arrangements for participants.
- Develop the agenda and materials for the in-person conference.
- Prepare summary notes of the in-person conference.
- Manage subcontract with Essential Partners and serve as key liaison between subcontractors and project investigators.
- Manage project budget and prepare financial reports as needed.
- Manage all communications with dialogue participants, including scheduling, technical issues, and payments of participant stipends.
- Prepare final report summarizing the deliberations and outcomes of the dialogue and conference.
- Conduct a final written evaluation and assessment of the project.

What We're Looking For

Basic Requirements:

- Bachelor's degree in political science or closely related field is required, with a total of at least 3 years of combined experience in the areas of legislative and policy research, gun violence prevention advocacy, and event planning, media relations, and marketing.
- A minimum of one year of experience conducting legislative research and writing policy memos on public health policy issues is required.

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- A minimum of one year of experience in the area of gun violence prevention advocacy is required.
- Experience in event planning, including media relations and marketing material preparation is required.

Preferred Qualifications:

- Experience communicating with corporate or community partners is highly desirable.
- Excellent written and oral communication skills.
- Strong problem-solving and leadership skills.
- Strong skills in project planning, time management, and other project management skills.
- Experience conducting personal interviews for research, legal, or policy purposes is highly desirable.
- Strong organizational skills.
- Team-building skills.
- Excellent communication skills with team members and stakeholders.

Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

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