

**Administrative Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=243950>

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Posted Aug. 29, 2024, set to expire Jan. 11, 2025

Job Title	Administrative Coordinator
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20875?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Educational Affairs (OEA) at Tufts School of Medicine is a highly student-centered office responsible for the medical education program, including curricular development, evaluation and assessment, centralized management of the curriculum, overseeing and administering educational grants, supporting the teaching faculty through faculty development programs, providing administrative support for education-related faculty committees, and scheduling space for classes, conferences, and meetings on the Health Sciences campus.

Tufts School of Medicine is committed to curricular innovation and improvement as we continually strive towards the next level of educational excellence.

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What You'll Do

The Administrative Coordinator is responsible for:

- Day-to-day coordination of elements of the second -year curriculum and longitudinal courses (CANVAS, syllabi, exams preparation).
 - Course syllabi - editing and reformatting.
 - Create and maintain course material to upload to LMS (CANVAS).
 - Small group administration.
 - Exam coordination and proctoring. Support exam preparation and implementation; proctor students with accommodations.
- Implementing non-standard preclinical curricular courses and programs, including: Patient Presentations; Practical Approaches to Wellness; Meditation (COMPASS); and, Healer's Art.
- Resource for faculty and students in the use of Echo, CANVAS, Examsoft, Pressbooks, and audience response systems.
- Front office duties, including trouble-shooting equipment issues, ordering and stocking supplies.
- Provide administrative support for weekly OEA curriculum team meetings.
- Provide administrative support for other curricular meetings as needed
- General support for faculty, students as well as Director with course material.
- Coordination of second-year courses and programs.
- Act as liaison to faculty and students for curricular questions/concerns, particularly with CANVAS, A/V, course content clarification, and communicate with course directors on an on-going basis.
- Works with curriculum team on day-to-day coordination of course events, including communicating with security, facilities and the parking office.
- Small group coordination.
- Attendance:
 - Responsible for tracking attendance at all mandatory second year lecture and small group sessions. Maintain a database for yearly reporting to OSA and OEA deans.
- MERC:
 - Coordinating MERC meetings for second -year students including scheduling, catering and reminders.
 - Manage relevant course files and syllabi including filing and archiving.
 - Maintain electronic e-lists for relevant courses and programs.
 - Maintain curriculum information on hallway bulletin boards for each class.
- Scheduling:
 - Enter schedules into the scheduling system (EMS and CANVAS) for the preclinical courses and manage changes and additions throughout each semester.
 - Edit the preclinical curriculum schedule to CANVAS on a bi-weekly basis.
 - Assist/provide back-up to the scheduling and CANVAS office when needed.
 - Mediate schedule conflicts with course directors and other relevant groups.
 - Be proactive in examining the schedule for potential needs or problems.
 - Communicate room changes with Facilities whenever relevant.
- Course Syllabi:

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- Support the Director with course syllabi by editing and reformatting syllabi.
- Print and post final versions to CANVAS.
- Support student pick-up of printed copies of syllabi.
- Maintain syllabi archives.
- **CANVAS:**
 - Coordinate production of all CANVAS curricular materials, including lecture recordings, uploading slides, editing and uploading objectives, maintaining CANVAS course folders, retrieving archived material, posting assignments, and creating quizzes.
 - Trouble-shoot and communicate with students, faculty, and staff.
 - Maintain student class rosters.
- **Exam administration and support:**
 - Creating and checking test keys when necessary, preparing individual rooms exam carts for each exam, prepping for exam pass backs by stapling test reports when necessary.
 - Seating and proctoring of students with accommodations taking MCQ exams
 - Coordinate and monitor secure viewing of exams.
 - Proctoring for Standardized Patients sessions.
 - Maintain back-up exam laptops.
- **Curriculum Committee:**
 - Provide support to the Curriculum Committee chair.
 - Coordinate attendance of off-site members via phone, manage room set ups, and order catering.
 - Schedule meetings, send reminders, distribute agenda and handouts, arrange A/V, and post finalized minutes to CANVAS.

What We're Looking For

Basic Requirements:

- Typically a high school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of experience.

Preferred Qualifications:

- Higher education, healthcare or curriculum delivery experience.
- Strong Microsoft Office, familiarity with web applications and comfortable learning new software.
- Strong sense of confidentiality. Ability to maintain composure, think clearly and alleviate stress of students in challenging situations.

Special Work Schedule Requirements:

- Requires flexibility of work hours, including early arrival (e.g. 7:30 a.m.) and late departure (after 6:00 p.m.) on occasion.



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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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