

Senior Project Coordinator - Friedman School of Nutrition Tufts University

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Posted Sep. 27, 2024, set to expire Feb. 9, 2025

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| Job Title | Senior Project Coordinator - Friedman School of Nutrition |
| Department | Food is Medicine Institute |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Sep. 27, 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/20977?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

The Food is Medicine Institute is a new, cross-university collaborative effort at Tufts, bringing together faculty from the Friedman School, Tufts University School of Medicine, Tufts Medicine, and other local and national partners to advance research, training, patient care, and community engagement around food is medicine (FIM). FIM is a set of food-based nutrition programs and interventions integrated into the health care system to advance specific health needs and health equity in different populations.

Tufts is already the leading academic institution globally for advancing FIM. Information on some of the FIM activities at Tufts is here: <https://tuftsfoodismedicine.org/>. This new, first-of-its-kind Institute will lead the nation in collaborative, high impact efforts to transform healthcare by integrating high-value food-based nutritional interventions and related programs as therapeutic and preventive interventions. The Institute's activities will include research and translation, clinical care pathways and

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implementation, education and training, and community outreach and policy development around FIM. Through these activities, the Institute will serve as a catalyst to drive change, improve health, reduce health disparities, and create a more equitable and resilient healthcare system that recognizes the power of food as medicine.

What You'll Do

The Senior Project Coordinator for the Director of the Food is Medicine Institute provides direct administrative support to the Director, primarily, and to key Institute personnel, as needed. The Project Coordinator will also:

- Serve as the liaison between the Institute and all other offices and constituencies of the University.
- Anticipate the needs of the Director to ensure optimal workflow and scheduling.
- Exercise sound independent judgment in bringing information and issues to the direct attention of the Director.
- Provide direct assistance or refer matters to others when appropriate.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 5 or more years of relevant administrative experience supporting senior leadership
- Excellent working knowledge of the Microsoft Office program suite and videoconferencing software
- Proven project or program management experience

Preferred Qualifications:

- High degree of organization
- Ability to prioritize multiple demands
- An engaging disposition in dealing with various sensitive issues
- Excellent verbal and written communication skills
- Should have strong telephone skills



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Special Work Schedule Requirements:

Early morning hours needed occasionally to support set up for on-site external events.

Pay Range

Minimum \$29.40, Midpoint \$35.00, Maximum \$40.60

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