Undergraduate Program Coordinator
Tufts University

Job Title	Undergraduate Program Coordinator
Department	
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Oct. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/21005?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Under general supervision, this position provides administrative support for and coordination of the Department of Computer Science's undergraduate programs. At any given time, the CS department is home to 800-1,000 undergrads enrolled in our major or minor programs. This position will handle complex and sometimes confidential situations and requests and serve in a highly visible capacity as a resource for students, faculty, staff, and other constituents.

What You'll Do

Essential Functions

- Responds to various inquiries, handling issues and providing relevant information to students, faculty, staff, and other constituents.
- Coordinates course offerings for fall, spring, and summer: course scheduling, course entry, cross-listing, final exam scheduling. Serves as backup for managing high demand enrollments for key courses as needed.
- Provides administrative course support as needed: orders textbooks, creates course projections for the hourly grader budget for each course, and offers general course assistance (e.g., coordinating TA office hours space, ordering pizza for grading parties, photocopying exams). May be asked to coordinate/recommend hourly grader assignments for large courses.
- Provides administrative support to students in certain cases, e.g., making purchases on behalf of student clubs, scheduling CS student council meetings, making travel arrangements for students going to conferences, reviewing requests for financial support from students in collaboration with department manager and/or department chair.
- Serves as point of contact for alumni outreach and engagement. Produces monthly alumni e-newsletter. Takes minutes at External Advisory Board meetings 1-2 times per year.
- Plans and executes undergrad-related events such as the annual Commencement ceremony, the end-of-year party, and networking and/or career services-related events. Includes determining and arranging for venue, catering, and occasionally coordinating production of materials, A/V and other set-up needs as required while managing within an event budget decided on in consultation with the department manager.
- Offers other support as needed on behalf of undergrads: updating relevant web pages, coordinating student surveys and nominations of undergrads for internal and external awards.
- May be asked to perform other tasks as needed by the department chair or manager or by the department's Director(s) of Undergraduate Programs.

What We're Looking For

Basic Requirements:

- Knowledge Skills typically acquired through an Associate Degree and 3 years of experience.
- Strong knowledge of Microsoft office suite.
- Excellent organizational and customer service skills.

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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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