

Program Administrator, Center for the Study of Race and
Democracy
Tufts University

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Posted Oct. 24, 2024, set to expire Mar. 8, 2025

Job Title	Program Administrator, Center for the Study of Race and Democracy
Department	Center for the Study of Race and Democracy
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 24, 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/21041?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Center for the Study of Race and Democracy (CSRD) at Tufts promotes engaged research, scholarship, and discussion. Much of the center's current projects are focused on public history and cultivating best practices in the interpretation of the history and legacies of slavery. The center is concerned with both the integrity of historical research and the importance of public engagement. One of the center's flagship programs is the African American Trail Project, a mapping project established in 2017 to cultivate African American historical memory and intergenerational community, situation present-day struggles for racial justice in historical context.



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What You'll Do

This is benefits eligible, part-time position working 3 days per week. This position is limited term through 6/30/2025 and may be renewed based on funding availability.

In collaboration with manager or director, the Program Administrator participates in development of goals and strategies for the CSRD. The Program Administrator applies specialized, subject matter knowledge to develop, implement, review, and evaluate the program. The Program Administrator is responsible for implementing timely, effective communications to promote the program, and oversees budget development, planning and projections for the center.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree and 3-5 years' experience
- Knowledge of program subject matter
- Strong organizational and problem solving skills
- Excellent verbal and written communication skills

Special Work Schedule Requirements:

This is a hybrid position expected to be on campus 1-2 days each week.

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



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Contact

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