

**Project Coordinator
Tufts University**

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Posted Nov. 6, 2024, set to expire Mar. 21, 2025

Job Title	Project Coordinator
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 6, 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/21077?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University Center for Cellular Agriculture (TUCCA) is an interdisciplinary center of excellence advancing cellular agriculture education, research, and innovation. With 90+ members across five schools and eleven departments, TUCCA is responsible for creating educational infrastructure (e.g., curriculum, degree programs), fostering collaborative research, engaging in public engagement, and working alongside industry stakeholders to translate early-stage innovations to impactful technologies. This position is for a Program Coordinator role in the Kaplan Lab to support ongoing and upcoming TUCCA activities.

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What You'll Do

The Program Coordinator will work closely with the Kaplan Lab other members of TUCCA to execute on a number of opportunities to advance the center's research and innovation goals. The position will be physically based on the Medford campus and has optionality for hybrid remote work. This role will primarily consist of co-leading various initiatives within TUCCA and supporting logistics and operations for Kaplan lab activities.

Specific responsibilities include:

- Project manage and fulfill objectives for a recently secured grant related to biological solutions to materials degradation
- Coordinate logistics and support of day-to-day Kaplan lab activities
- Support the TUCCA team with project strategy, operations, and logistics

General responsibilities include:

- Provide advanced support and coordination for TUCCA programs/projects
- Coordinate teams to execute on program/project objectives
- Facilitate program/project assessment, such as compiling data and reports

What We're Looking For

Basic Requirements

- Master's degree OR Bachelor's degree and 2+ years of relevant experience
- Experience with wet lab research including cell and tissue culture
- Experience in cellular agriculture and alternative proteins
- Demonstrated leadership skills
- Strong organizational skills
- Excellent communication skills
- Microsoft Office Suite

Preferred Qualifications

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- Strong report writing skills
- Management experience

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