

Senior Program Administrator - Tisch College  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=248737>

Downloaded On: Jan. 22, 2025 1:53am

Posted Nov. 12, 2024, set to expire Mar. 27, 2025

<b>Job Title</b>	Senior Program Administrator - Tisch College
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Nov. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21138?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21138?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

This is a two-year (24 months) limited term position with renewal based upon continued performance. This is a grant funded position and is not eligible for severance pay.

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The Jonathan M. Tisch College of Civic Life is a national leader in civic education, whose teaching, research and community partnerships are setting the standard for higher education's role in civic engagement. As the only university-wide college of its kind, Tisch engages Tufts students in transformational learning opportunities via hands-on field-based experiences, community building, and public service. These engagements prepare them to become active citizens and community leaders. Tisch research centers conduct groundbreaking research on young people's civic and political participation and forge innovative participatory action research partnerships with communities.

Tisch College's North Star—building robust, inclusive democracy for an increasingly multiracial society—seeks to cultivate knowledge, leaders and living experiments that expand possibilities for democratic development in the context of increasing risks to democracy worldwide. Our work supports the University's efforts to become an anti-racist institution. Our programs and research centers focus on strengthening the political participation and voices of historically marginalized people, especially youth, and on addressing the challenges of building and reviving democratic institutions needed for multiracial/ethnic societies.

### What You'll Do

The Senior Program Administrator is a full-time, grant-funded position with the Talloires Network of Engaged Universities – a growing global coalition of 441 university presidents, vice-chancellors, and rectors in 91 countries who lead socially responsible and civically engaged institutions around the world.

In collaboration with the Program Manager, the Senior Program Administrator:

- Partners in development of goals and strategies for the For Youth By Youth (FYBY) initiative.
- Will apply intermediate specialized subject matter knowledge and experience to develop, implement, and evaluate the FYBY initiative.
- Responsible for implementing timely, effective marketing and communications plans and strategies to promote the initiative, and for managing administrative aspects of implementation as needed.
- Will assist Executive Director and Program Manager with implementing and tracking established goals for engaging marginalized university students and community collaborators.
- Will help to integrate FYBY priorities and activities with other Talloires Network/Tufts University activities.

### What We're Looking For

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### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree in related discipline (e.g., community development, education, international development, public policy, or other) and 5-7 years of related experience.
- Strong foundation in marketing, communications, and administration.
- Experience with organizing and implementing virtual and in person gatherings.
- Assists with preparation of high-quality films, case study reports, and presentations.
- Assists in the design and establishment an AI-enhanced tracking and evaluation system.
- Excellent written and oral communication skills, including an ability to write clear and concise case studies for a diverse global audience including higher education leaders and policymakers.
- Demonstrated ability to work on several projects simultaneously and meeting demanding timelines.
- Strong organizational skills and high level of attention to detail.
- Commitment to and demonstrated experience communicating effectively with those different from themselves and creating strategies that seek to increase inclusive democratic participation.
- Demonstrated ability to handle sensitive matters with judgment, tact, and diplomacy.
- Demonstrated cultural competency and experience working within a global community.

### Preferred Qualifications:

- Broad understanding of action research, experiential learning, and civic engagement.
- Passion for mobilizing youth networks to achieve systemic changes.
- Interest in exploring the potential advantages and risks associated with artificial intelligence.
- Fluency in Swahili, Hausa, Spanish, French, Portuguese, or Arabic.

### Special Work Schedule Requirements:

This is a hybrid position expected to be in the office 3 days per week in Medford, MA.

Expect to travel nationally/internationally approximately two to four times per year on average. Evening hours are expected at intermittent times of the year as needed.

### Pay Range

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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