

Project Coordinator Tufts University

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Posted Nov. 18, 2024, set to expire Apr. 2, 2025

Job Title	Project Coordinator
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21152?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

What You'll Do

Under general supervision, the Project Coordinator provides advanced support and coordination for a university project.

Essential Functions:

- Produces a variety of project documents, reports, or literature.
- Responds to a variety of inquiries related to the project, responding to a broad range of issues and providing relevant information to faculty, staff, students and other constituents.

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- Organizes and maintains project files and databases. Updates data and tracks project information.
- Monitors budgets, executes financial transactions and prepares reports.
- Coordinates project marketing and promotional efforts. Arranges logistics for meetings, special events, assisting with planning, determining venue and coordinating production of promotional and presentation materials.
- Conducts internet research and gather information and data draft reports on results
- May provide guidance and work direction to student and temporary workers and assist in training other support staff.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of an Associate Degree.
- 3-5 years of related experience.
- Strong knowledge of Microsoft office suite.
- Excellent organizational and customer service skills.

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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