

**Program Coordinator
Tufts University**

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Posted Dec. 4, 2024, set to expire Apr. 18, 2025

Job Title	Program Coordinator
Department	Office of Graduate Student Services for TUSMGP
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services Graphic Design/Marketing Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21191?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University School of Medicine Graduate Programs (TUSMGP) department confers the Doctorate in Physical Therapy (DPT), Master of Public Health (MPH), Master of Medical Science (MMS) by the Physician Assistant Program, Master of Science in Health Informatics and Analytics (MS-HIA), and Master of Science in Biomedical Sciences (MBS).

The [Office of Graduate Student Services for TUSMGP](#) oversees the administrative operations of the Medical School's graduate programs, inclusive of admissions, registration, career services, and student services functions. Clinical Site Procurement is a division of TUSMGP Graduate Student Services and responsible for identifying, developing, and maintaining strong clinical partnerships with

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leading healthcare organizations throughout the nation.

This role is offered as a remote position. Specific hours and schedule will be determined between you and the hiring manager.

What You'll Do

The Clinical Site Procurement Coordinator serves as the lead in establishing premiere partnerships and acquiring clinical education sites for Tufts University School of Medicine Graduate Programs (TUSMGP), including Tufts DPT programs in Boston, MA, Phoenix, AZ, Seattle, WA, and Atlanta, GA. This person will also be a key interface with the clinical education teams of these professional programs, which consists of Directors of Clinical Education (DCEs) [faculty], Clinical Education Program Administrators [staff], and Clinical Education Program Coordinators [staff]. This role often entails being the initial point of contact with potential clinical partners and requires an affable demeanor, coupled with a strong knowledge of the programs served.

Responsibilities Include:

- Provides advanced-level administrative support for clinical education operations and oversees office operations
- Collaborates with clinical education leadership to establish priorities for obtaining clinical sites for their respective programs and for all programs (project administration)
- Tracks and follows up on action items for clinical education (site procurement, contracts, site development, etc.)
- Assists in developing a quality assessment process for clinical sites
- Monitors and tracks expenditures, troubleshoots issues, and prepares reports related to clinical education
- Gathers data, conducts research to draft reports, and creates materials or summaries for presentations, as needed
- Plans and coordinates meetings or special events

What We're Looking For

Basic Requirements:

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- Knowledge and skills as typically acquired by a Bachelor's degree and 3+ years of experience
- Must have superior communication and organizational skills, vision, and excel at developing new relationships
- General understanding of clinical education affiliations, contracts, and their management lifecycle
- Ability to market Tufts programs/students and establish relationships with external healthcare affiliates to enhance student opportunities
- Strong technical skills; database management experience and familiarity with clinical education tools and platforms (Exxat preferred) and client management systems (Salesforce preferred)
- Proficient in managing shared documents and utilizing cloud-based storage software (Box, OneDrive, SharePoint preferred); general understanding of electronic document-signing software (DocuSign, Box Sign preferred)
- Advanced knowledge of Microsoft Office Suite, including word processing, editing and graphics functions, and spreadsheet and database expertise

Preferred Qualifications:

- Proficiency in educational software and tools, including Exxat, Salesforce, Adobe Acrobat, Qualtrics
- Healthcare, sales, and marketing experience; Customer service background with demonstrated high quality service delivery and relationship management

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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