

Assessment Admin Coordinator - Office of Professional
Education, Veterinary School
Tufts University

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Downloaded On: Apr. 4, 2025 2:51 am

Posted Dec. 11, 2024, set to expire Apr. 25, 2025

Job Title	Assessment Admin Coordinator - Office of Professional Education, Veterinary School
Department	Office of Professional Education
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 11, 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/21234?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Professional Education (OPE) at Cummings School of Veterinary Medicine in Grafton, Massachusetts supports faculty and student endeavors in the classroom and across campus. The OPE ensures excellence in teaching in collaboration with academic and clinical departments, manages curriculum and program development, facilitates faculty development, maintains student information, scheduling, and grading systems, and provides support for the university learning management system and education tools. The OPE is currently engaged in development and implementation of a new Doctor of Veterinary Medicine (DVM) curriculum that will replace the current curriculum beginning August 2024.

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What You'll Do

Under the supervision of the Professional Education Manager, the Assessment Administrative Coordinator will play a crucial role in supporting the organization, assessment, and evaluation processes for the new DVM curriculum thread Leaders and faculty. This position involves coordinating administrative tasks, managing data, and assist with ensuring compliance with accreditation standards specific to veterinary education. The Assessment Administrative Coordinator will also handle complex and confidential situations and requests and serve in a highly visible capacity as a resource for students, staff, faculty, and other constituents.

Essential Functions as an Assessment Administrative Coordinator will be:

- Work with thread leaders and course directors and other faculty to assemble instructional components (syllabi, lecture materials, exams, assignments, correspondence) on Tufts Learning Management System (Canvas) in a timely manner with accuracy—producing professional products by proofreading, editing and formatting, while attending to specific details.
- Provide administrative support for new initiatives in learning and teaching, and educational research.
- Troubleshoot problems that arise.
- Refer complex questions or concerns to the correct individual.
- Explain and enforces DVM Program policies and procedures.
- Prepare, facilitate, and manage highly confidential communications and information.
- Participate in relevant committee meetings and special projects as they arise.
- Plan and coordinate meetings, animal labs and rooms, or special events that include determining the venue, relevant materials, identifies audio visual needs, and other venue or media set-up.
- Assist in the development, implementation, and management of assessments and processes for the new DVM curriculum. Assessments include quizzes (Canvas) and examinations included in courses and curricular threads, the Comprehensive Milestone Assessment (CMA) at the end of the second year of the new curriculum, and the Objective Structured Clinical Examinations (OSCE).
- Provide administrative support for assessment-related meetings, including scheduling, agenda preparation, and minute-taking
- Distribute banked questions and relevant performance data to faculty for their review and approval.
- Contact faculty to receive reviewed banked questions or new questions by the predetermined deadline.
- Coordinate final review of the assessment with the course director.
- Work collaboratively with the Registrar to identify and resolve any exam scheduling challenges/conflicts, and with Tufts Technology Services to address any problems with learning and teaching spaces and equipment.
- Scheduling of exam proctors and/or OSCE assessors.
- Collect, organize, and maintain assessment data, ensuring accuracy and confidentiality.
- Prepare and distribute assessment reports to thread leaders and course directors.
- Assist in the analysis of assessment data to identify areas for program improvement and support the implementation of changes in the new DVM curriculum.
- Support the OPE assessment team with needs as they arise.
- Assist the OPE Curriculum Administrator with tagging exam questions to support course and program-level curriculum mapping.



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What We're Looking For

Basic Requirements:

- High school diploma or GED and 5+ years of administrative experience in an educational setting.
- Able to work on-site and in-person at the Grafton campus.
- Excellent knowledge of Word, PowerPoint, and other Microsoft Office programs.
- Ability to prioritize and organize workflow and effectively change priorities and direction
- Innovative thinker with a desire to constantly improve.
- Must be an effective communicator with a keen sense of how to maintain excellent relationships.
- Must be committed to a culture of diversity, equity, respect, and inclusion; demonstrated ability to build working relationships with people having a wide variety of backgrounds, perspectives, and experiences different from one's own.

Preferred Qualifications:

- Bachelor's degree or higher in an education or related field, 3+ years of administrative experience, in an educational or veterinary setting.
Demonstrated student-centered leadership ability.
Advanced level of proficiency with Canvas, ExamSoft, Microsoft Office suite, and tools and technology used for education.
Project management skills, including demonstrated competency in both guiding and contributing expertise to interdisciplinary teams/committees/working groups.

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.



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