

**Project Administrator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=251043>

Downloaded On: Jul. 12, 2025 10:10am

Posted Jan. 3, 2025, set to expire Dec. 31, 2025

Job Title	Project Administrator
Department	Tufts University School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21260?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This is a grant funded position and is not eligible for severance pay.

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Clinics at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

Dental Research Administration (DRA) at TUSDM is the main research structure for all basic science and clinical projects at the Dental School. DRA is the liaison to the Office of the Vice Provost, Sponsored Accounting, IRB, IACUC, CMS, Biosafety and all other offices responsible for administering research on the Tufts Health Sciences Campus. Housing several research labs including the Gavel Center for Restorative Dental Research, which is endowed from Dr. J. Murray Gavel, DRA at TUSDM defines and executes the research goals

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and mission of Tufts University School of Dental Medicine.

What You'll Do

Provides specialized, subject matter knowledge to develop, implement, review and evaluate a university Program or Project in collaboration with Manager or Director.

- Participates in development of goals and strategies; creates data management and filing systems; develops, analyzes and monitors budgets, grants and contracts; and participates in development and implements marketing and advertising efforts including writing content for website and social media material.
- May design and represent program externally at conferences, meetings and events. Conducts research and drafts reports and results.
- May oversee recruitment and management of study subjects.
- May provide advice and counseling to students.
- Coordinates hiring and training of staff, students and temporary help.

What We're Looking For

Basic Requirements:

- Bachelor's degree in related discipline and 3+ years of related experience OR Master's degree and 1-2 years related experience

Preferred Qualifications:

- Master's degree in related discipline and 3+ years of experience in related field of study

Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

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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