

Program Coordinator, Professional Development and  
Educational Scholarship  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=251369>

Downloaded On: Dec. 14, 2025 3:33am

Posted Jan. 10, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Program Coordinator, Professional Development and Educational Scholarship
<b>Department</b>	Office of Educational Affairs
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 10, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Educational Services Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21214?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21214?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Office of Educational Affairs (OEA) is responsible for the overall medical education program, including curricular development, evaluation and assessment; overseeing and administering educational grants and supporting the teaching of faculty through faculty development programs, centralized management of the curriculum, and by providing administrative support for education-related faculty committees.

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### What You'll Do

Reporting to the Associate Dean for Faculty Development, the Program Coordinator, Professional Development and Educational Scholarship will coordinate and manage the faculty development programming, the intramural grant program, and educational research projects. She/he/they will support the design, implementation, and evaluation of the faculty development program for teaching faculty at TUSM and across the affiliated hospitals, including the Resident-As-Teacher and Student-As-Teacher programs. Program Coordinator, Professional Development and Educational Scholarship will also coordinate and support the implementation of the intramural educational grant programs and school-wide research projects, as well as assist faculty with their educational research efforts, including data collection and IRB process.

The Program Coordinator, Professional Development and Educational Scholarship will facilitate the creation and maintenance of a robust and expansive faculty development program that meets current needs and those embodied in the strategic plan, support educational grant-related activities, and manage student and resident focused programs.

- Administrative Support for OEA Deans and Office
  - Manage travel (transportation, lodging, reimbursement)
  - Coordinate committee meetings (scheduling, logistics, preparation of documents, administrative tasks/follow-up as needed)
  - Assist with special projects for professional societies
  - Assist with office coverage and curricular events as needed, for example, exam proctoring
- Administrative Support for Associate Dean's teaching commitments
  - Medical Education Elective
    - Syllabus and teaching materials preparation
    - Course administrative tasks (grade sheets, student presentation schedule, guest lecturer logistics, course evaluation dissemination, etc.)
    - Course logistics (faculty recruitment, facilities, catering, AV equipment, etc.)
    - Maintain CANVAS course page
  - Two-Week Medical Education Elective
    - Coordinate logistics of rotation
    - Contact with students
    - Prepare materials
    - Tracking registration
  - Student-As-Teacher (SAT) Program
    - Set up and monitoring of student's Access database
    - CANVAS modules liaison and maintenance
    - Tracking student's fulfillment of program requirements
    - Schedule multiple meetings for class years concerning requirements of the SAT Program
    - Constant contact with MERC reps

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- Continual updating of the Program's description and teaching experience
- Manage SAT CANVAS site to provide up-to-date information to students
- First point of contact for student questions
- Assist with program evaluation and scholarly disseminations
- Faculty Development Program
  - Manage the Faculty Development e-list
  - Event plan for 25+ annual webinars, workshops, conferences, and seminars (advertisement, registration, on-site logistics including guest speaker accommodations and honoraria when needed, preparation of materials, arrangements for facilities, catering, AV, etc.)
  - Manage budget (developing projections, processing invoices, tracking actuals, cutting costs when possible)
  - Manage CME process (application, managing requirements, tracking CME credit requests, submitting reports (by workshop and annual report), disseminate certificates
  - Update and maintain intramural website (CANVAS); update extramural website for Faculty Development Program and Educational Grants Program
  - Produce the quarterly issues of the Faculty Online Journal Club
  - Track and produce annual Faculty Development reports
  - Assist with processing Teaching Awards
  - Assist with faculty appointments process
  - Faculty Research Activities
  - Assist faculty with IRB submissions and obtaining required approvals
  - Draft letters of support for faculty IRB submission
  - Implement and monitor data collection and tracking, process for educational research
  - Identify and monitor administrative databases for data collection
  - Input survey data in SPSS
  - Meet with statisticians to discuss educational research collection and research design
  - Monitor research project in accordance with IRB approval; serve as liaison between IRB, OEA, and PI as necessary
  - Assist with literature reviews
  - Faculty Development and Educational Grant Program intramural and extramural websites management
  - Faculty Development program budget allocation
  - Implementation of research projects (e.g. method of tracking data, ensuring anonymity, etc.)
  - Responsible for operational decisions related to grant activity
  - Coordinate grant expenses in accordance with contract and university policies and protocols
  - Primary contact for the Associate Dean for Faculty Development's projects and activities, including faculty development and research programs. Primary contact for the intramural grant activities of the OEA; liaison between sponsor/subcontractor for OEA grant activities.
  - Must facilitate communication among diverse constituency that is internal and external to Tufts.
- Grants Administration
  - Manage intramural educational grant program for Innovations in Education grant
  - Assist faculty with proposal writing, preparation and submission
  - Coordinate pre-award activities
  - Communicate and execute calls for Letters of Intent schedule and proposals submission process
  - Manage post-award activities

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- Coordinate and manage submission process for intramural educational grants
- Communicate with grant managers to inform them of awardee payment schedules and budgets
- Assist PI with all aspects of implementation; monitoring progress on activities; manage budget including any special requirements such as no-cost extensions, execution, and implementation of sub-contracts; draft progress reports, interim reports and final reports; be proactive/anticipate needs of grant activity, requirements of sponsoring institution.
- Track progression and completion reports of annual grants
- Maintain database of grant records
- Event and logistics planning and execution of faculty development programs
- Communication to faculty through e-list

## **What We're Looking For**

### **Basic Requirements:**

- The knowledge and skills that are typically acquired through a Bachelors Degree and 4-5 years of experience
- Fluent with Microsoft Office applications (esp. Word, Excel, Access and PowerPoint)
- comfortable learning new software, especially if experience with aforementioned software is lacking.

### **Preferred Qualifications:**

- Master's degree preferred
- Learning Management Systems (e.g. Canvas)
- Using survey tools (esp. Qualtrics)
- Cloud content management, collaboration and files sharing software (e.g. Box)
- Video platforms (e.g. Zoom)
- Statistician applications (esp. SPSS)
- Superior organizational and customer service skills. Excellent oral and written communication skills, ability to handle sensitive data with discretion and diplomacy.

### **Schedule Considerations:**

- Some activities and projects may require early arrival (e.g. before 9 a.m.) and late departure (after 5:00 p.m.)
- Time in the office can be adjusted (for example, 8am-4pm).
- Option of working from home once or twice a week.????

## **Pay Range**

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

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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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