

Immunization Administrator
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=252264>

Downloaded On: Dec. 7, 2025 1:00am

Posted Jan. 28, 2025, set to expire Dec. 31, 2025

Job Title	Immunization Administrator
Department	Student Advisory & Health Administration Office
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Health Services Admissions/Student Records/Registrar
Job Website	https://jobs.tufts.edu/jobs/21340?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Student Advisory & Health Administration Office (SAHA) is a division of Student Affairs, serving over 3,700 Boston & Grafton Health Sciences Students and at Tufts University. The Health Sciences Campus consists of 6 schools and over 30 programs. The Department is composed of the Director who oversees all the administrative functions of the office; the Immunization Administrator; and the Student Health Administrator. The office administers the student health insurance, collects all immunization documentation and reporting required by the University and the Commonwealth of Massachusetts. Oversight of the disability insurance for Dental, Medical Department of Physical Therapy, and the Physician Assistant Students.

Other activities include oversight of an optional Delta Dental insurance plan for students; oversight of subsidized fitness benefits through the Wang YMCA; student health fairs; and oversight of other health related issues and programs as they arise. This office does not provide medical services. It is, therefore, not required to be compliant with the Health Insurance Portability and Accountability Act (HIPAA).

What You'll Do

Responsible for overseeing compliance to State and University immunization requirements for over 3,700 students, and visiting students, for six health sciences schools, all with differing requirements. General oversight includes: development of policies and procedures in consultation with the Student Affairs Deans and the office Director, development and dissemination of information to students regarding immunization requirements; collection and data input of all immunization documentation; tracking compliance to requirements and coordinating compliance efforts with Health Sciences Registrars, Student Affairs Deans, and University Infection Control Health Director; coordinate immunization clinics and information sessions; completion of annual State Immunization Survey; and providing immunization certification to clinical affiliates for students completing clinical training.

Oversee the development of policies and procedures regarding immunizations and the collection of and the compliance to immunization documentation requirements:

- Oversight of student compliance to State and University immunization requirements for over 3,700 students, and visiting students, in six health sciences schools, all with differing requirements
- Consult and collaborate on medical and religious immunization exemption policies and procedure with University Counsel, the Office of Equal Opportunity, and University Infection Control Health Director

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- Work with Registrars, Student Affairs Deans, Admissions, and University Infection Control Health Director of the six health sciences schools for compliance efforts.
- Complete annual compliance reports for the State Department of Public Health.; compile data and provide statistics and summaries to the Student Affairs Deans.
- Work with Medcat team to update and maintain immunization portion of Health Sciences portal.
- Obtain admissions data through daily SIS insert feed report and disseminate requirement information to newly matriculated students
- Work with Associate Registrar at Medical School to complete away rotation forms for students.
- Work with Medical School Clerkship Coordinator to ensure visiting medical students are in compliance with Tufts requirements
- Review visiting medical student away rotation immunization status through the VSLO (Visiting Student Learning Opportunity) portal and serve as contact for visiting students regarding the immunization requirements for Tufts rotation opportunities.
- Keep track of CDC and State Department of Public Health websites for Vaccine Press Releases and advise Director of changes which may impact School and University policies.
- As needed, work with Director and University Infection Control Health Director to implement new requirements and policy changes
- As needed, work with Director to assist in implementing immunization requirements for new programs
- Work with Veterinary School Clinical Department Staff to review visiting student immunization status and provide input regarding compliance
- Communicate with students regarding immunization compliance status.
- Enforce immunization policies by running weekly SIS system notifications and by placing holds on delinquent student accounts
- Analyze weekly SIS immunization reporting
- Assist new and returning students with understanding immunization requirements.
- Maintain all immunization documentation and review for compliance.

Contacts/liaisons outside of the University:

- Collaborate with Tufts Medical Center's Department of Employee Health to coordinate compliance for student rotators
- Serve as liaison to Tufts University clinical affiliates for Medical, PA (Physician Assistant), DPT (Physical Therapy) and Dental student immunization/testing information.
- Work directly with clinical affiliates to supply and track immunizations, testing, flu and COVID vaccination information/status.
- Communicate site specific requirements to students and complete additional site immunization clearance paperwork

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- Maintain and track student immunization consent release data for clinical affiliates
- Complete site-specific immunization attestation letters for sites (example Maine Medical Center)
- Maintain and collaborate on PA and DPT student files in Box system for clinical rotation experiences
- Work with Director and chosen vendor to coordinate and assist with annual rabies vaccine clinic for Veterinary students.
- Work with Director and chosen vendor to coordinate and assist with annual flu vaccine clinics

Assist students, parents and visitors with health related questions and issues:

- Oversee and generate immunization forms, information, correspondence, and automated immunization notifications.
- Oversee content of immunization information on all Health Sciences School websites.
- Respond to group email box immunization inquiries.
- Oversee the completion of data input and filing of immunization documentation.
- Approve graduation clearance forms for students.??
- Sign-off on LOA and Withdrawal forms.?
- Compose correspondence, notices, and reports as required/needed.
- Assist with other office projects as needed.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through Bachelor's Degree or equivalent with 2 to 5 years of related work experience.
- Knowledge with Medcat, advanced Microsoft Office applications, particularly Word, Excel, Access and PowerPoint.
- Travel as required for training and professional development. Occasional travel to Medford and Grafton Campus.

Preferred Qualifications:

- Bachelor's degree preferred with experience performing detailed work in university, hospital, or business setting. A knowledge of immunizations & medical terminology for interpretation of documentation.
- Experience with Medcat and creating spreadsheets.

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- Communicative person with experience in dealing with a diverse population including foreign nationals.
- Ability to multitask with attention to detail and ability to maintain accuracy of data and maintain focus.
- Able to always maintain professionalism and to use sensitivity in dealing with person and confidential information.
- This description is not intended to be all-inclusive. Employee may perform other duties as assigned to meet the ongoing needs of the organization.

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.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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