

Program Coordinator, Academic Resources
Tufts University

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Posted Jan. 30, 2025, set to expire Dec. 31, 2025

Job Title	Program Coordinator, Academic Resources
Department	Student Accessibility and Academic Resource (StAAR) Center
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Educational Services
Job Website	https://jobs.tufts.edu/jobs/21343?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The Student Accessibility and Academic Resource (StAAR) Center provides programs, services, and resources to support instruction, enhance student academic success, provide support for students with disabilities, and retain a diverse student body. The StAAR Center provides academic resources for students outside of the classroom, including academic coaching, tutoring, writing, and workshops to help students become effective, collaborative, and independent learners. Additionally, the Center is responsible for providing collegiate accommodations for students with documented disabilities. StAAR also educates and informs faculty of their obligations and responsibilities to students with disabilities and advocates on behalf of the students through university-wide initiatives and awareness education. The StAAR Center works closely with faculty, staff, and other University stakeholders to provide

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academic programs and accommodations designed to support all students throughout their Tufts experience, including those with specific needs.

What You'll Do

The Academic Program Coordinator provides administrative support to the Writing, Subject Tutoring, and Academic Coaching Programs at StAAR. Reporting to the Senior Associate Director of Academic Support, the Program Coordinator provides critical administrative and personnel support for both day-to-day operations and larger initiatives of the programs including:

- The student employee hiring process and onboarding of new student employees
- Management of student employee payroll
- Marketing for academic support programs
- Use and quality monitoring, management of StAAR's online scheduling system
- Administrative oversight of the summer and ongoing training for student employees
- Supporting the day-to-day student communications for programming

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Associate degree and 1 year of related work experience OR high school diploma and 3 years of related work experience
- Ability to multi-task and prioritize short and long-term projects and responsibilities
- Flexibility with shifting tasks unexpectedly in a fast-paced office environment
- Promptness and reliability with regards to work hours and task completion
- Excellent organizational skills
- Strong verbal and written communication skills
- Advanced knowledge of Microsoft Excel and Microsoft Office suite
- Ability to learn new systems and software

Preferred Qualifications:

- Bachelor's degree
- Experience with payroll administration, including advanced knowledge of Microsoft Excel

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- Advanced knowledge of Microsoft Office suite, Adobe Acrobat Pro, Canva
- Familiarity with tutoring, coaching or writing support programs
- Experience working in higher education
- Experience in Office Administration

Special Work Schedule Requirements:

This is a twelve-month, hybrid position. This position is expected to be on campus 3-4 days each week during the academic semesters, with the possibility of additional flexibility during summer and winter breaks.

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