

Program Administrator
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=257265>

Downloaded On: Jul. 25, 2025 11:39am

Posted May 22, 2025, set to expire Dec. 31, 2025

Job Title	Program Administrator
Department	Office of the Vice Provost for Education
Institution	Tufts University Medford, Massachusetts
Date Posted	May 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Grant Writer/Technical Writer Fiscal Services Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21913?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Program Administrator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=257265>

Downloaded On: Jul. 25, 2025 11:39am

Posted May 22, 2025, set to expire Dec. 31, 2025

The mission of the Office of the Vice Provost for Education is to enhance student academic success and institutional impact through the development of an educational vision grounded in collaboration, careful stewardship, and innovation. The charge of the office spans educational innovation, global strategy, data analytics and decision support, and educational impact. OVPE is responsible for Tufts' institution-wide educational vision, which builds on and synthesizes the strengths of the individual schools and colleges. Additionally, OVPE provides oversight for the International Center, CELT, Office of Institutional Research, European Center, and Global Education.

What You'll Do

The Program Administrator provides specialized, subject matter knowledge to develop, implement, review and evaluate a university Program or Project in collaboration with the Senior Associate Vice Provost for Education. 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. The Program Administrator 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. 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.

Program Administrator
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=257265>

Downloaded On: Jul. 25, 2025 11:39am

Posted May 22, 2025, set to expire Dec. 31, 2025

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

,