

Program Administrator - Anatomical Gift Tufts University

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Posted May 29, 2025, set to expire Dec. 31, 2025

Job Title	Program Administrator - Anatomical Gift
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
Job Website	https://jobs.tufts.edu/jobs/21931?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University is a leader in medical education, partnering with top hospitals and healthcare facilities. Anatomical study is essential for training future medical professionals. Donors, united by their commitment to education, make the ultimate gift—ensuring future physicians gain vital skills to care for patients.

What You'll Do

Administers the daily operations of the Anatomical Gift program, ensuring seamless communication with potential anatomical donors and their families to support the advancement of anatomy-based education. In collaboration with the manager and director, participates in development of goals and strategies for the Anatomical Gift program. Applies specialized, subject matter knowledge to develop, implement, review and evaluate the program. Responsible for

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implementing timely, effective communications to promote the Anatomical Gift program.

- Serve as the primary point of contact for donating families, institutions, and funeral homes, demonstrating professionalism, empathy, and sensitivity in conversations that may involve emotionally challenging circumstances.
- Responsible for the daily operations of the Anatomical Gift Program (AGP) office, ensuring smooth and efficient processes.
- Provide lab assistance to students and faculty in instances where the Program Manager or Program Director are unavailable, supporting educational and research activities.
- Maintains strong relationships with colleagues, faculty, staff, and various departments to coordinate scheduling and budgeting needs. Acts as a liaison with external vendors utilizing program facilities to enhance anatomical education while generating revenue for the department.

What We're Looking For

Basic Requirements:

- 3-5 years of related experience in an administrative and a project focused environment.

Preferred Qualifications:

- 5+ years of administrative, project management or related experience required.

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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