

Program Coordinator for Professional Development Tufts University

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Posted Jun. 20, 2025, set to expire Dec. 31, 2025

Job Title	Program Coordinator for Professional Development
Department	Office of Educational Affairs
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/21971?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Educational Affairs (OEA) oversees the medical education program at Tufts University School of Medicine (TUSM). Its responsibilities include curricular development, evaluation and assessment, centralized curriculum management, and administration of educational grants. OEA supports faculty as educators and scholars through a centralized faculty development program, provides administrative support for education-related faculty committees, and manages scheduling for classes, conferences, and meetings on the Health Sciences campus. The office also operates the Tufts Clinical Skills and Simulation Center, a 15,000-square-foot training facility.

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What You'll Do

Reporting to the Associate Dean for Faculty Development, the Program Coordinator for Professional Development plays a key role in supporting faculty development initiatives and educational research. This position is responsible for coordinating centralized faculty development programming, assisting with research projects, and supporting curricular administrative tasks. Additionally, the Program Coordinator is responsible for coordinating tasks related to accreditation of the medical school as part of its ongoing quality improvement processes. The ideal candidate is highly organized, detail-oriented, and committed to supporting the professional growth of teaching faculty at TUSM and its affiliated hospitals.

- Faculty Development Program
 - Coordinate logistics for webinars, seminars, and conferences (virtual and in-person), including advertising, registration, materials preparation, and on-site support.
 - Manage the Faculty Development email list and disseminate weekly program announcements.
 - Maintain and update internal (Canvas) and external websites for the Faculty Development Program.
 - Produce quarterly issues of the Faculty Online Journal Club.
 - Track participation and outcomes; compile annual reports.
 - Manage program budget, including projections, invoice processing, and cost tracking.
 - Support the administration of faculty teaching awards.
- Accreditation and Administrative Support (45%)
 - Provide administrative support to OEA Deans, including travel arrangements, meeting coordination, and special projects.
 - Coordinate accreditation-related tasks and other aspects of ongoing quality improvement processes.
 - Support the Associate Dean's teaching responsibilities, including course logistics, materials preparation, and Canvas page maintenance.
 - Assist with administrative tasks related to curriculum management and evaluation activities as needed.
- Educational Research Projects
 - Assist with literature reviews, survey design, and data collection.
 - Coordinate project logistics, including participant recruitment and scheduling.
 - Support manuscript drafting and grant application processes.

What We're Looking For

- Basic Requirements
 - Knowledge and skills as typically acquired through Bachelor's degree and 4–5 years of relevant experience
 - Strong organizational and interpersonal skills
 - Excellent written and verbal communication

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- Discretion in handling sensitive information
- Willingness to learn new software and tools
- Preferred Qualifications
 - Master's degree
 - Experience with:
 - Learning Management Systems (e.g., Canvas)
 - Survey tools (e.g., Qualtrics)
 - Generative AI tools (e.g., Copilot)
 - Cloud collaboration platforms (e.g., Google Drive, Box)
 - Video conferencing tools (e.g., Zoom)
- Work Schedule
 - Standard hours: 8:00 AM–4:00 PM or 8:30 AM–4:30 PM
 - Occasional early or late hours for events or projects
 - Hybrid work option: up to two remote days per week after the probationary period

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

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