

Program Coordinator - Global Education Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=258948>

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Posted Jul. 2, 2025, set to expire Dec. 31, 2025

Job Title	Program Coordinator - Global Education
Department	Tufts Global Education
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://jobs.tufts.edu/jobs/22035?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts Global Education serves as a hub of international programs and initiatives at the School of Arts & Science and School of Engineering. TGE oversees study abroad, international exchange programs, international learning collaborations, and faculty-led custom programs. We currently operate 11 of our own programs, Tufts Programs Abroad, in Chile, China, Ghana, Hong Kong, Japan, London, Madrid, Oxford, Paris, Pavia, and Tübingen. We facilitate student participation in approved partner programs throughout the world. TGE develops custom programs abroad during winter and summer sessions. About 45% of the junior class studies abroad for a semester or a full academic year. We host international exchange students and visiting scholars who attend Tufts for an academic term or custom program. The division works with faculty, students, and Tufts University on global engagement.

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What You'll Do

The Program Coordinator will provide complex administrative duties in Tufts Global Education and support the Associate Dean. This position **provides an unique introduction** to various angles of global education, including:

- Study abroad
- Faculty-led programs
- Hosting international exchange students
- University-wide global initiatives
- Faculty partnerships
- Internationalization
- Curriculum development abroad
- Student advising
- International agreements
- Global operations
- International health and safety

As the front office point person, the Program Coordinator will welcome students, visitors, and partners on campus while answering a high volume of general inquiries by phone, email, and through social media. Managing complex schedules across international time zones, the Program Coordinator will coordinate calendars across the team and the Associate Dean's schedule.

The successful candidate will have excellent interpersonal and intercultural skills needed to work in a highly diverse and international environment, and also handle the below duties:

- Provide administrative support, coordinating and monitoring projects across TGE with the Associate Dean.
- Assist with project planning, prioritization, and tracking.
- Identify time-sensitive and priority issues for the Associate Dean.
- Draft communications, order office supplies, organize online files, submit data, update website, post on social media, provide event support, book space reservations, manage catering, submit announcements, and arrange staff travel.
- Compose reports, flight manifests, visa documents, marketing material, and manage the general email box.
- Manage various office financial transactions.
- Create a welcoming and inclusive office environment by maintaining the office and lobby space, including posting study abroad materials.
- Coordinate and participate in outreach activities and study abroad fairs.
- Organize and prepare for meetings for various committees and councils, including gathering documents, taking minutes, and drafting action items.

What We're Looking For

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Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree
- 3-5 years related experience with program administration or administrative assistance
- Interest in the field of global education and cross-cultural communication
- Excellent written and verbal communication skills
- Highly organized with strong customer service and time-management skills
- Ability to pay attention to a high volume of details, meticulous accuracy, and complex requests
- Ability to multitask and prioritize with multiple deadlines
- Strong analytical and problem-solving skills
- Ability to take initiative, and work both independently and collaboratively
- Ability to work with frequent interruptions and with a variety of constituents
- Proficient in MS Office, Google Suite, and Zoom; ability to learn new software programs
- International experience through study, work, or travel
- Ability to use good judgment, maintain confidential information, and exhibit patience in a fast-paced work environment
- Occasional evening or early work hours due and a few weekend hours on a few occasions for events with advance planning

Preferred Qualifications:

- Knowledge or ease with software, CRM systems, and cloud-based programs. Familiarity with Canvas, Canva, InDesign, and Terra Dotta
- Knowledge of a foreign language
- Experience working with a diverse and international student and staff population
- Project management assistance
- Demonstrated experience tracking workflow, tasks, and deadlines
- Should be energetic, patient, flexible, and open to diverse work styles within the division

Special Work Schedule Requirements:

This is a hybrid role. During the academic semesters, the expectation is that this role will be fully on campus, with an opportunity for remote flexibility during the summer break.

Pay Range

Minimum \$27.30, Midpoint \$32.50, Maximum \$37.70

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

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

Contact

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