

## Clinical Coordinator Tufts University

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Posted Jul. 21, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Clinical Coordinator
<b>Department</b>	School of Dental Medicine
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 21, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Health Services Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22085?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22085?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

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### What You'll Do

Under minimal supervision, the Clinical Coordinator:

- Provides advanced clinical support and communications for the departments.
- Will handle complex and confidential situations and requests and serve in a highly visible capacity as resource for department with students, staff, faculty and other constituents.
- Will float to cover daily operation of clinical tasks as needed, evaluating workflow and productivity and providing direction and guidance as needed.
- Will also gather clinical data, conduct research and draft clinical reports, summaries or material.
- May also coordinate clinical programs and/or clinical projects for department.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High school diploma/GED and 5+ years of experience **OR** a bachelor's degree and 3+ years of experience.
- Requires advanced knowledge of Microsoft Office suite including word processing, spreadsheet and database knowledge.
- In addition, excellent organizational and interpersonal skills.

#### Preferred Qualifications:

- Lab Safety experience.
- Hipaa and OSHA knowledge.

### 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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