

**Project Administrator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=259976>

Downloaded On: Jul. 22, 2025 12:00am

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

Job Title	Project Administrator
Department	TU-TM Research Enterprise
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22090?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Under limited supervision, applies specialized, subject matter knowledge to develop, implement, review, and evaluate a university project in collaboration with manager or director. Participates in the development of project goals and strategies.

The Project Administrator will assist the TU-TM Research Enterprise Director to develop and execute the strategic plan for collaborative research between Tufts University and the Tufts Medicine Health System.

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What You'll Do

- Work with diverse stakeholders to ensure timely execution of project goals. In collaboration with manager or director, participates in the development of goals, strategies and planning for the project.
- Plan, schedule, and execute Research Enterprise projects. Implements project plan assignments, ensuring employment of appropriate resources, and evaluating and reporting on progress to plan milestones.
- Collect and analyze data to track progress. Assists project management with developing data collection and management systems. Oversees maintenance of data and data integrity. Provides preliminary analysis of data.
- Participates in budget development. Prepares reports and projections.
- Generate slides to present plans, goals, and outcomes. Writes and develops project promotional literature and materials. Writes and updates materials for website and may develop content for any social media efforts.
- Conducts project research assignments, drafting reports and results.
- Coordinate scheduling and provide support for the RE Director.
- May supervise student or temporary employees.
- Coordinates hiring and training of staff, and provides input into employee performance reviews.
- Work with leadership in clinical and research Departments, the Development Office and PR to advance the research mission across the University and the Health System. Assists project management with gathering data for developing additional grant funding proposals.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelor's Degree and 3-5 years related experience

Preferred Qualifications:

- Knowledge/familiarity with standard project management concepts preferred
- Strong organizational and problem-solving skills
- Excellent verbal and written communication skills

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- Ability to manage multiple tasks, prioritize effectively, follow through and maintain accurate records

Pay Range

Minimum \$54,500.00, Midpoint \$68,100.00, Maximum \$81,700.00

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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