

**Project Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=260876>

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Posted Aug. 8, 2025, set to expire Dec. 31, 2025

Job Title	Project Coordinator
Department	Tufts University School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22173?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The mission of Tufts University School of Medicine Office of Continuing Education (TUSM OCE) is to foster and support continuing professional development and life-long learning for Tufts-affiliated physicians, nurses, and other health practitioners, as well as local, national, and international healthcare providers through high-quality, evidence-based continuing education (CE) activities. The ultimate goal is improved delivery of patient care and patient health outcomes. TUSM OCE fulfills its mission by certifying/providing different types of continuing education activities (live meetings, online courses, Regularly Scheduled Series at affiliated hospitals, etc.) to healthcare professionals. TUSM OCE is accredited by The Accreditation Council for Continuing Medical Education (ACCME) to provide credits to physicians, and The American Nurses Credentialing Center (ANCC) to provide contact hours for nurses.

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What You'll Do

- Provides advanced support and coordination for a university Program or Project. Produces a variety of documents, reports, and proposals, responds to inquiries, and provides detailed information to constituents.
- Organizes and maintains files and databases, designs and updates applications or other forms for data entry.
- Serves as one of two main contacts/provides support for TUSM OCE's Regularly Scheduled Series (RSS), including reviewing RSS applications; providing training to RSS course directors and administrators; and ensuring that all required RSS documentation is submitted and is accurate for accreditation compliance purposes.
- Ensures appropriate implementation and maintenance of TUSM OCE policies and national accreditation standards/policies in all TUSM OCE Continuing Education (CE) activities, including but not limited to Regularly Scheduled Series (RSS), live conferences, online activities, and other enduring materials.
- Ensures educational partners are invoiced for certification/other applicable fees, payments are received by deadlines, and activity financial records are maintained accurately. May assist in managing electronic payments via internal system, TouchNet.
- Organizes and maintains activity files and reports from online learning management system, eeds.
- Organizes and maintains program/project files and databases to ensure compliance with national accrediting bodies; updates applications and other forms for data entry; may assist with accreditation-related reports and research as needed.
- Works directly with course directors, planning committee members, faculty, participants, commercial supporters, exhibitors, and medical education companies, as necessary, to coordinate various aspects of continuing education programming.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through High School diploma and 5+ years of related experience OR Bachelor's degree and 0-3 years of related office experience.

Preferred Qualifications:

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- Familiarity with CE standards, requirements, and policies of the ACCME, AMA, ANCC, and other health care organizations/accrediting bodies.
- Familiarity with adult learning principles.
- Strong communication and organizational skills.
- Familiarity with Microsoft Office (Access, Word, Outlook, Excel, PowerPoint)
- Familiarity with Adobe Acrobat PC
- Must be extremely detail oriented, with the ability to work in a fast-paced, ever-changing deadline environment.
- Must be able to prioritize and handle multiple projects simultaneously.

Special Work Schedule Requirements:

- Job is remote, but local employee needed to provide on-site activity-related monitoring and staffing, 1-2 times throughout the year.
- Occasional evenings/weekends.

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.

Contact Information

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

Contact

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