

**Program Manager
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=261188>

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Posted Aug. 15, 2025, set to expire Dec. 31, 2025

Job Title	Program Manager
Department	Department of Rehabilitation Sciences
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Director/Manager
Academic Field(s)	Administrative Support/Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22215?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Rehabilitation Sciences houses the Physical Therapy Programs that confer the Doctorate in Physical Therapy (DPT) degree. All faculty in the Department are non-tenured track and seek to create an educational and workplace environment that fosters collegiality, active learning, discussion, debate, critical thinking, inclusion, and the capacity to work in a multidisciplinary practice environment.

This position is for the DPT program based in Boston, MA. This is a hybrid position, but all applicants must be able to travel routinely to the Boston area. The Tufts DPT programs offer an accelerated hybrid education model designed to develop high-performing healthcare professionals with the skills and perspectives necessary to meet team-oriented healthcare

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demands and serve the health and well-being of diverse populations.

What You'll Do

- Advise the Program Director, Directors, and Faculty regarding the strategic plan, operations, budget, personnel, and facilities.
- Provide assistance to the Program Director in problem-solving, project planning and management of the program.
- Develop financial, personnel and facilities reports for internal and external bodies, including external accrediting bodies.
- Oversee and supervise work of DPT Program Administrative staff including Program Administrator, Program Coordinators, and/or Program Assistants, all hybrid positions
- Prepare spreadsheets/reports/surveys for data analysis and monitoring of all financial resources, including operations, personnel, equipment, and revenue.
- In conjunction with program leadership and faculty, plan, manage and direct the onsite lab intensive sessions, onsite and virtual events, and onsite graduation reception for the DPT Program, including construction/deconstruction of labs and coordination of moving equipment.
- Plan, manage and direct the information and instructional technology in the DPT Program. Coordinate contracts for IT, software, etc. annually.
- Plan and support the DPT Program website and coordinate with the Marketing department.

What We're Looking For

Basic Requirements:

- Experience typically acquired by a Master's degree in related discipline and 5-8 years of program or project management experience in higher education administration
- Strong organization, communication, interpersonal and management skills

Preferred Qualifications:

- Experience managing in a hybrid environment

Pay Range

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Minimum \$72,500.00, Midpoint \$90,700.00, Maximum \$108,900.00

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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