

**Program Coordinator
Tufts University**

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Posted Aug. 28, 2025, set to expire Jan. 9, 2026

Job Title	Program Coordinator
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 28, 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/22273?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine, Division of Continuing Education is dedicated to providing patient-centered and clinical-based education for the lifelong learning needs of dental professionals. We strive to develop educational programs that address different patient populations, dental specialties, advancing technologies, and varied practice settings. We create and coordinate programs that incorporate all types of educational methodologies, quality training, and the highest standards of oral health care by utilizing a comprehensive and multidisciplinary approach.

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This department develops, coordinates, and oversees these events. Event management includes some early mornings, late evenings, and weekend work. For this reason, the staff of this department operate under flex time.

What You'll Do

- Under general supervision, provides advanced administrative support and coordination for a university program.
- Utilizing knowledge and skills with varied office system applications, produces a variety of documents, reports and proposals. Responds to inquiries and provides detailed information to constituents.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of an Associate's Degree.
- 3-5 years of experience.
- Strong knowledge of Microsoft office suite.
- Excellent organizational and customer service skills.

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.

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Contact

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