

Program Administrator - Tisch College  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=262218>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Jan. 21, 2026

<b>Job Title</b>	Program Administrator - Tisch College
<b>Department</b>	Jonathan M. Tisch College of Civic Life
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Sep. 9, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22304?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22304?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Jonathan M. Tisch College of Civic Life is a national leader in civic education, whose teaching, research, and community partnerships are setting the standard for higher education's role in civic engagement. As the only university-wide college of its kind, Tisch engages Tufts students in transformational learning opportunities via hands-on field-based experiences, community building, and public service. These engagements prepare them to become active citizens and community leaders. Tisch research centers conduct groundbreaking research on young people's civic and political participation and forge innovative participatory action research partnerships with communities.

Tisch College's North Star—building robust, inclusive democracy for an increasingly multiracial society—seeks to cultivate knowledge, leaders and living experiments that expand possibilities for democratic development in the context of increasing risks to democracy worldwide. Our work supports the University's efforts to become an anti-racist institution. Our programs and research centers focus

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on strengthening the political participation and voices of historically marginalized people, especially youth, and on addressing the challenges of building and reviving democratic institutions needed for multiracial/ethnic societies.

### What You'll Do

At Tisch College, every Tufts student – whatever their field of study, school, or degree program – has a pathway to civic engagement. The Tisch College student programs team oversees a robust portfolio of curricular and co-curricular opportunities for students across the university to develop and enhance civic learning.

The Initiative for Global Leadership is entering its 40th year at Tufts, where it is an incubator of innovative ways to educate learners at all levels to understand and engage with difficult global issues. The IGL at Tisch College develops new generations of effective and ethical leaders who are able and driven to comprehend complexity, reflect cultural and political nuance, and engage as responsible global citizens in anticipating and confronting the world's most pressing problems. Under the supervision of the Special Advisor Global for Strategy, the Program Administrator oversees multiple student groups working with the IGL. This role will support the IGL programs of TILIP, Inquiry, EPIIC and the student groups, such as the Middle East Research Group, Women in International Relations, and ALLIES (civil-military relations), among others. The Program Administrator will be a part of the student programs team at Tisch College and help support multiple programs as well as general needs.

**This is a hybrid position where you are expected to be in the office 3 days a week and 2 remote days.**

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree with 3-5 years of relevant experience **OR** Associates degree with 5-7 years of relevant experience.
- Employment experience in program administration.
- Formal student mentoring support experience.

#### Preferred Qualifications:

- Experience with student programming managing multiple responsibilities at once.

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**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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