

**Program Manager
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=262729>

Downloaded On: Oct. 10, 2025 10:29am

Posted Sep. 19, 2025, set to expire Feb. 1, 2026

Job Title	Program Manager
Department	Tufts Center for Expanding Viewpoints in Higher Education
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Services Finance/Investment Management Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22364?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Leveraging Tufts' world-class constellation of undergraduate and professional schools and longstanding involvement in civic engagement, the Tufts Center for Expanding Viewpoints in Higher Education was launched. Through a focus on rigorous research and education, the mission of the Center is to help universities nationwide deliver first-rate, non-ideological research, classroom instruction, and leadership training. By prioritizing a diversity of viewpoints, the Center will also inform public policy debates, particularly on politically sensitive and polarizing topics.

What You'll Do

In collaboration with director or principal investigator, develops goals and strategies for a university program, and provides and applies advanced, specialized subject matter knowledge to develop, implement, supervise, and evaluate the program. Manages program finances, operations, marketing and human resources. Manages hiring, training, and evaluation of staff.

Essential Functions:

- The program manager will work with the Center's director and associate director to plan an array of programs for the Center, including weekly lunch programs, headline events, research convenings, and multi-day conferences.
- The program manager will manage and mentor students who are involved in the Center.
- The program manager will support director and associate director on other aspects of Center's work, such as curriculum design, communications, and research
- In collaboration with director or principal investigator, develops goals and strategies for a university program.
- Manages and analyzes budgets and prepares reports and projections. Assists director or principal Investigator in writing grants and proposals for new funding opportunities or continued support.
- Develops and oversees marketing, advertising, and external relations. Writes and designs program materials and newsletters. Oversees content and maintenance of website and designs and evaluates social media strategy.
- Conducts research and drafts reports and results. Presents information and results to management, constituents, and sponsors.

What We're Looking For

Basic Requirements:

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- Bachelor's Degree in a related field
- Advanced knowledge and experience in program subject matter
- Familiarity with work in higher education and public policy.
- Strong interpersonal and leadership skills to interact with individuals at all levels.
- Advanced organizational, analytical, and problem-solving skills Outstanding attention to detail, strong organizational skills, and the ability to anticipate programmatic needs.
- Demonstrated ability to mentor students
- Excellent verbal, written and presentation skills including the ability to draft and present program materials

Preferred Qualifications:

- 5 to 7 years experience
- Supervisory experience

Pay Range

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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