

**Program Coordinator
Tufts University**

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Downloaded On: Oct. 24, 2025 11:31pm

Posted Oct. 24, 2025, set to expire Mar. 7, 2026

Job Title	Program Coordinator
Department	Doctor of Physical Therapy (DPT) Program
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 24, 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/22452?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Program Coordinator is responsible for the day-to-day administrative functions of the Doctor of Physical Therapy (DPT) Program-Phoenix and primarily supports the Curriculum and Faculty Research teams. The Program Coordinator for Curriculum and Research works collaboratively with the Directors of Curriculum, Research and Faculty Development, to provide essential support to enhance program efforts in curriculum review and assessment; accreditation; research; and more. This position works closely with the Program Director, Program Manager, Program Coordinators, and Directors.

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The Program Coordinator for the DPT Program-Phoenix is a 35 hour a week, benefited role. Evening and weekend hours will be required during on-site clinical skills labs that occur up to 2 times each semester and for occasional program-related events.

This position is based in Phoenix, Arizona and offers a hybrid work schedule, with an expectation for employees to be on-campus a few days each month on a rotating basis.

What You'll Do

Curriculum and Assessment:

- Prepares agendas and materials, and record and produce meeting summaries, for Curriculum and Assessment Committee meetings.
Collaborates with faculty to assure curriculum materials are current and aligned with program goals and needs.
Assists in the development and implementation of curriculum materials and resources.
- Assists in preparing textbook lists and communicating with appropriate personnel (e.g., library, publishers, faculty).
Plans, creates, and produces a variety of written materials related to curriculum and assessment (e.g., correspondences, surveys, data tables, schedules) for post-course assessment and annual curriculum review, and other curricular efforts and goals.
- Assists the Director of Curriculum in the maintenance and development of curriculum- specific materials, resources, databases, and reports to meet program goals and outcomes, curriculum analysis and review needs, and CAPTE reporting requirements.
- Coordinates communication between DPT programs and maintains curriculum-specific agendas and meeting minutes.
- Coordinates communication between the DPT Program-Phoenix and adjunct faculty including onboarding, scheduling, and expense and travel reimbursements.
- Assists the Director of Curriculum with tasks related to accreditation including the collection, organization, synthesis, and reporting of information and data.
- Assists in establishing and enforcing standards, policies, and procedures for the purpose of ensuring that electronic and paper files and records maintain confidentiality and are accurate, complete, and compliant with all applicable requirements.
- Collects and compiles data from a wide variety of sources; determines most appropriate information source and researches records to locate specific information.

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- Assists program faculty with using educational and assessment technology (e.g., ExamSoft, including the mapping of test items) and prepare reports to inform the curriculum assessment and accreditation efforts and processes.
- Assists as needed with exam proctoring during lab immersions.
- Attends relevant workshops on trends and technology related to curriculum assessment and accreditation.

Research:

- Assist the Director of Research in the maintenance and development of research-specific databases and reports to meet program goals and outcomes and CAPTE reporting requirements.
- Facilitates creation, management, and submission of research-related documents, such as Institutional Review Board protocols
- Creates and manages databases related to research, including ongoing research project standings, faculty CITI training status, and faculty scholarship metrics
- Facilitates ongoing research, such as coordinating meetings between investigators, scheduling survey disseminations, assisting in research compliance tasks
- Coordinates communication between DPT programs and maintains agendas and minutes related to research and faculty development

Program:

- Assist the Program Manager, Program Director, and various Department Directors as needed/appropriate.
- Attends DPT faculty and staff meetings as appropriate/assigned.
- Collaborates with other DPT-Phoenix staff on projects when needed to ensure operational continuity for the program.
- Maintain a neat, organized, inviting and welcoming environment for the DPT Program-Phoenix.
- Assists in the monitoring and maintenance of office supplies and materials.
- Collects, compiles, analyzes and presents data and information, and make recommendations for the administrative management of the DPT
- Program-Phoenix including the development of policies and procedures as appropriate.
- Schedule appointments, meetings, and other engagements and maintain the DPT Program-Phoenix calendar system, including but not limited to out-of-office calendars and curriculum specific events, together with individual calendars of personnel in the DPT Program-Phoenix.
- Provides assistance with the day-to-day administrative functions for the DPT Program-Phoenix.
- Performs other duties as assigned.

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What We're Looking For

Basic Requirements:

- Knowledge & Skills as Typically Acquired Through 3-5 years of experience and an Associate Degree
- Ability to perform basic arithmetic, such as fractions, decimals, and percentages.
- Demonstrate knowledge and usage of correct grammar, composition, spelling, and punctuation and produce documents that do not require significant review and editing.
- Possess basic knowledge of accounting systems.
- Possess the initiative to act with self-direction and independently to correct and improve operations in the DPT Program.
- Ability to work in a collaborative environment.
- Strong knowledge of Microsoft Office suite, especially Excel
- Excellent organizational and customer service skills
- Experience with basic office equipment, including printer, scanner, copier, and fax.
- Demonstrates ability to multi-task, prioritize work, and manage competing priorities in a fast paced, deadline-driven administrative office.
- Possess strong oral, communication, and organizational skills and commitment to best practices.
- Possess knowledge of correct business practices, correspondence, and typing formats.

Preferred Qualifications:

- Independently develop database, spreadsheet, or word processing documents requiring understanding and proficiency with contemporary software applications and programs.
- Perform complex data-entry tasks for which there are a variety of formats and procedures.
- Ability to read and comprehend regulations, procedures, and policies and apply them to specific situations.
- Possess discretion when dealing with highly confidential information.
- Demonstrates confidence, discretion, and proficiency in interpersonal and team skills to effectively interact with people at all levels.
- Demonstrates attention to detail and excellent decision-making skills in responding to high-pressure situations.

Pay Range

Minimum \$27.30, Midpoint \$32.50, Maximum \$37.70

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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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