

**Program Coordinator
Tufts University**

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Posted Nov. 10, 2025, set to expire Mar. 21, 2026

Job Title	Program Coordinator
Department	DPT Program-Boston
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 10, 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/22493?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Provides specialized subject matter knowledge to develop, implement, review and evaluate a university Program or Project in collaboration with Manager or Director. Participates in developing admissions goals and strategies; creates data management and filing systems. Assists the Director of Admissions in assigning applications for faculty review throughout the admissions cycle. Attends monthly and as needed planning meetings to discuss and review marketing and advertising efforts including content for the admission portal, website and social media material. Conducts research and drafts reports and results. Coordinates training of staff, temporary help.

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The Program Coordinator for the DPT Program-Boston is a full-time hybrid position. In order to effectively support the program, preference will be given to candidates who live in the Boston area and must be willing to work on-site for designated periods of time. Full-time employment is based on 35 hours per week. Evening and weekend hours may be occasionally required.

What You'll Do

- Develops goals and strategies for program in collaboration with DPT Admissions Director and/or Program Director
- Implements plans and evaluates progress on admissions
- Creates and maintains electronic admissions records and databases related to admissions.
- Uses data management and filing systems (e.g. Slate, Physical Therapy Centralized Application Service, Educational Testing Service, DISA Healthcare Technology) and other external agencies involved in the admissions process.
- Assists with coordinating faculty involvement in the formal review of applications, essays, references, and interviews.
- Contributes to the review and update of the program website, handbooks, and informational brochures related to student recruitment and admissions to ensure current and relevant information is provided to prospective students.
- Tracks pertinent data to meet the information and reporting needs of the DPT Program, including making best-practice recommendations for reporting and record-keeping.
- Assists in establishing and enforcing standards, policies, and procedures for the purpose of ensuring that electronic and paper files and records are accurate, complete, maintain confidentiality, and compliant with all applicable requirements.
- Plans, creates, and produces a variety of written materials such as forms, correspondence, manuals, invoices, charts, matrices, reports, records, schedules, templates, models, and other documents of similar complexity.
- Assists with and participates in program events as appropriate (e.g., open houses, orientation, graduation, etc). Assists with preparation of agendas and materials, and record and produce meeting summaries/minutes, for designated meetings.
- Assists with: scheduling appointments, meetings, and other engagements and maintain the DPT Program calendar system, including but not limited to out-of-office calendars, together with individual calendars of personnel in the DPT Boston Program.
- Assist in planning and coordinating visits by distinguished guests, ensuring appropriate officials, administrators and others are notified of visits.
- Monitor and maintain office supplies and materials.

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- Maintain a neat, organized, and inviting environment for the DPT-Boston Program.

Secondary Functions:

- Assist the Program Manager, Program Director, and various Department Directors as needed/appropriate.
- Attends DPT Boston Program faculty and staff meetings as appropriate/assigned.
- Assists with logistics during on-site clinical skills lab immersions.
- Performs others duties as assigned.

Service Responsibilities

- Serves on DPT-Boston Program, and if appropriate, Tufts University committees.
- Participates in DPT Program community service projects.

Professional Responsibilities:

- Supports the mission, goals, and objectives of the DPT-Boston Program.
- Develops and maintains professional relationships with all administrators, faculty, staff, and students in DPT-Boston Program and other Tufts University departments and programs.
- Conducts oneself in a positive and professional manner as a representative of the DPT-Boston Program.
- Adheres to all DPT-Boston Program and Tufts University policies and procedures.
- Engages in annual bias and microaggressions training consistent with Tufts University and DPT-Boston expectations for faculty and staff.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelor's or Associate's degree or documented equivalent experience in an administrative position in a service oriented office.
- Strong knowledge of Microsoft office suite (e.g. Word, Excel, PowerPoint)
- Experience with basic office equipment, including printer, scanner, copier, and fax.
- Possess discretion when dealing with highly confidential information.
- Demonstrates confidence, discretion, and proficiency in interpersonal and team skills in order to effectively interact with people at all levels.

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- Demonstrates attention to detail and excellent decision-making skills in responding to high-pressure situations.
- 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.
- 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.
- Possess knowledge of correct business practices, correspondence, and typing formats.
- Ability to read and comprehend regulations, procedures, and policies and apply them to specific situations.
- 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.

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.

Contact

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