

Immunization Administrator
Tufts University

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Posted Nov. 17, 2025, set to expire Mar. 30, 2026

Job Title	Immunization Administrator
Department	Student Advisory and Health Administration
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Health Services Admissions/Student Records/Registrar
Job Website	https://jobs.tufts.edu/jobs/22576?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The Student Advisory and Health Administration office (SAHa) is a division of student affairs, serving over 3,800 Boston and Grafton health sciences students and at Tufts University. The health sciences campus consists of six schools and over 30 programs. The department is composed of the director who oversees all administrative functions of the office; the immunization administrator; and the student health administrator. The office administers the student health insurance, collects all immunization documentation and reporting required by the university and the Commonwealth of Massachusetts. Oversight of the disability insurance for dental, medical, DPT, and PA students. Other activities include oversight of an optional Delta Dental insurance plan for students; oversight of subsidized fitness benefits through the Wang YMCA; student health fairs; and oversight of other health related issues and

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programs as they arise. This office does not provide medical services. It is, therefore, not required to be compliant with the Health Insurance Portability and Accountability Act (HIPAA).

What You'll Do

Assist Director in managing compliance with State and University immunization requirements for over 3,800 students, and visiting students, for six health sciences schools, all with differing requirements. General work tasks include: assisting in development of policies and procedures with the Student Affairs Deans and the office Director, development and dissemination of information to students regarding immunization requirements; collection, data input and review of all immunization documentation; tracking compliance to requirements and coordinating compliance efforts with Health Sciences Registrars, Student Affairs Deans, and Associate Vice President of Health Services; coordinate immunization clinics and information sessions; completion of annual State Immunization Survey; and

providing immunization certification to clinical affiliates for students completing clinical training, completion of away rotation immunization forms and review of VSLO for visiting medical students immunization documentation.

Essential Functions:

Assist the Director with the development of policies and procedures regarding immunization collection and compliance of immunization documentation requirements:

- Oversight of student compliance with State and University immunization requirements for over 3,800 students, and visiting students, in six health sciences schools, all with differing requirements
- Consult and collaborate on medical and religious immunization accommodation policies and procedures with University Counsel, the Office of Equal Opportunity, and the Associate Vice President of Health Services.
- Work with Registrars, Student Affairs Deans, Admissions, and the University Associate Vice President of Health Services of the six health sciences schools for compliance efforts.
- Complete annual compliance reports for the State Department of Public Health; compile data and provide statistics and summaries to the Student Affairs Deans.
- Work with the Medicat team to update and maintain the immunization portion of the Health Sciences portal.

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- Obtain admissions data through daily SIS insert feed report and disseminate requirement information to newly matriculated students
- Work with the Associate Registrar at the Medical School to complete away rotation forms for students.
- Work with the Medical School Clerkship Coordinator to ensure visiting medical students are in compliance with Tufts requirements
- Review visiting medical student away rotation immunization status through the VSLO (Visiting Student Learning Opportunity) portal and serve as contact for visiting students regarding the immunization requirements for Tufts rotation opportunities.
- Keep track of CDC and State Department of Public Health websites for Vaccine Press Releases and advise the Director of changes which may impact School and University policies.
- As needed, work with the Director and the Associate Vice President of Health Services to implement new requirements and policy changes
- As needed, work with the Director to assist in implementing immunization requirements for new programs
- Work with Veterinary School Clinical Department Staff to review visiting student immunization status and compliance
- Work with Dental School Staff to review visitor immunization status and compliance
- Communicate with students regarding immunization compliance status.
Enforce immunization policies by running weekly Medcat reports and place holds on delinquent student accounts
- Analyze weekly Medcat immunization reporting
- Assist new and returning students with understanding immunization requirements.
- Maintain all immunization documentation and review for compliance.

Contacts/liaisons outside of the University:

- Collaborate with Tufts Medical Center's Department of Employee Health to coordinate compliance for student rotators
- Serve as liaison to Tufts University clinical affiliates for Medical, PA (Physician Assistant), DPT (Physical Therapy), and Dental student immunization/testing information.
- Work directly with clinical affiliates to supply and track immunizations, testing, flu, and COVID vaccination information/status.
- Communicate site-specific requirements to students and complete additional site immunization clearance paperwork.
- Maintain and track student immunization consent release data for clinical affiliates.
- Complete site-specific immunization attestation letters for sites.

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- Maintain and collaborate on PA and DPT student files in Box system for clinical rotation experiences
- Work with the Director and chosen vendor to coordinate and assist with annual flu vaccine clinics

Assist students, parents, and visitors with health-related questions and issues

- Generate immunization forms, information, correspondence, and automated immunization notifications.
- Review and update immunization information on all Health Sciences School websites.
- Respond to group email box immunization inquiries.
- Complete data input and filing of immunization documentation.
- Approve graduation clearance forms for students.??
- Sign-off on LOA and Withdrawal forms.?
- Compose correspondence, notices, and reports as required/needed.?
- Assist with other office projects as needed.

What We're Looking For

Basic Requirements:

- Bachelor's Degree or equivalent with 2 to 5 years of related work experience.
- Knowledge with Medcat, advanced Microsoft Office applications, particularly Word, Excel, Access and PowerPoint.
- Travel as required for training and professional development. Occasional travel to Medford and Grafton Campus.

Preferred Qualifications:

- Bachelor's degree preferred with experience performing detailed work in university, hospital, or business setting.
- A knowledge of immunizations & medical terminology for interpretation of documentation.
- Experience with Medcat and creating spreadsheets.
- Outgoing person with experience in dealing with a diverse population including foreign nationals.
- Ability to multitask with attention to detail and ability to maintain accuracy of data, and maintain focus. Able to always maintain professionalism and to use sensitivity in dealing with person and confidential information.

Pay Range

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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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