

Administrative Coordinator - Office of Professional
Education
Tufts University

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Posted Apr. 4, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator - Office of Professional Education
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 4, 2024
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/20337?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Professional Education (OPE) at Cummings School of Veterinary Medicine in Grafton, Massachusetts supports faculty and student endeavors in the classroom and across campus. The OPE ensures excellence in teaching in collaboration with academic and clinical departments, manages curriculum and program development, facilitates faculty development, maintains student information, scheduling, and grading systems, and provides support for the university learning management system and education tools. The OPE is currently engaged in development and implementation of a new Doctor of Veterinary Medicine (DVM) curriculum that will replace the current curriculum in August 2024.

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What You'll Do

Under the supervision of the Educational Support Manager, the Administrative Coordinator provides administrative support and communications for the new DVM curriculum Thread Leaders and faculty.

The position will handle complex and confidential situations and requests and serve in a highly visible capacity as a resource for students, staff, faculty, and other constituents.

As an Administrative Coordinator for the Office of Professional Education, you will :

- Work with Thread leaders and course directors and other faculty to assemble instructional components (syllabi, lecture materials, exams, homework assignments, correspondence) on Canvas in a timely manner with accuracy—producing professional products by proofreading, editing and formatting, while attending to specific details.
- Provide general administrative support for Thread faculty through the Office of Professional Education that includes support for new initiatives in learning and teaching, and educational research.
 - Troubleshoot problems that arise. Refers complex questions or concerns to the correct individual.
 - Triage phone calls and prioritizes mail; briefs faculty or managers on issues needing immediate attention.
 - Explain and enforce DVM Program policies and procedures.
 - Prepare, facilitate, and manage highly confidential communications and information.
- Plan and coordinate meetings, animal labs and rooms, or special events that includes determining the venue, relevant materials, identifies audio visual needs, and other venue or media set-up.
- Contact speakers or presenters and arranges for payment or honorarium.
- Manage on-site logistics during events, exams or programs.
- Work collaboratively with the Registrar to identify and resolve any course and exam scheduling challenges/conflicts, and with Facilities and Tufts Technology Services to address any problems with learning and teaching spaces and equipment.
- Assist the Curriculum Administrator with tracking content, and mapping to Competency Based Veterinary Education (CBVE) competencies.

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What We're Looking For

Basic Requirements:

- High school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of administrative experience, in an educational setting.
- Able to work on-site and in-person at the Grafton campus.
- Excellent knowledge of Word, PowerPoint, and other Microsoft Office programs.
- Ability to prioritize and organize workflow and effectively change priorities and direction.
- Must be an effective communicator with a keen sense of how to maintain excellent relationships.
- Ability to work in a dynamic environment and balance multiple stakeholders.
- Must be committed to a culture of diversity, equity, respect and inclusion; demonstrated ability to build working relationships with people having a wide variety of backgrounds, perspectives, and experiences different from one's' own.

Preferred Qualifications:

- Advanced level of proficiency with learning management systems (Canvas), and tools and technology used for education.
- Preference given to individual with prior work experience in higher education supporting curriculum and learning.

Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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

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Contact

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