

**Project Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=261243>

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Posted Aug. 18, 2025, set to expire Dec. 31, 2025

Job Title	Project Coordinator
Department	School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Job Website	https://jobs.tufts.edu/jobs/22216?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Medicine is seeking a highly skilled Project Coordinator to provide project management support to senior leadership. Reporting to the Vice Dean for Academic Affairs, the ideal candidate will have 3-5 years of experience managing projects with various deliverables and timelines, in complex, fast-paced environments. This role is critical in ensuring the growth of innovative new offerings and smooth operation of academic affairs across the school's 7 degree granting programs and 5000+ faculty.

What You'll Do

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Reporting to the Vice Dean of Academic affairs at the School of Medicine, this role will provide advanced support and coordination for academic affairs projects at TUSM.

- Is responsible for the production of project documents, reports, or literature.
- Responds to a variety of inquiries related to assigned projects, responding to a broad range of issues and providing relevant information to faculty, staff, students, and other constituents.
- Monitors budgets and prepares reports.
- Organizes and maintains project files and databases. Updates data and tracks project information.
- Arranges logistics for meetings, special events, assisting with planning, determining venue and coordinating production of promotional and presentation materials.
- Conducts research and gathers necessary data and background information and drafts relevant reports
- May provide guidance and work direction to student and temporary workers and assist in training other support staff.
- Coordinates and tracks progress on strategic academic initiatives, institutional projects, and accreditation-related activities.
- Collaborates with cross-functional teams across departments or schools to ensure timely completion of deliverables

What We're Looking For

Basic Requirements:

- Knowledge & Skills as typically acquired through Bachelor's Degree and 3-5 years of related experience
- Strong knowledge of Microsoft office suite, experience with project management software is desirable
- Excellent organizational and customer service skills

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

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applying for or inquiring about this job announcement.

Contact

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