

**Program Manager
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=228657>

Downloaded On: May. 9, 2024 3:48pm

Posted Jan. 11, 2024, set to expire Dec. 31, 2024

Job Title	Program Manager
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Relations/Marketing Human Resources Financial Planning/Budget Management Administration - Academic Unit
Job Website	https://jobs.tufts.edu/jobs/20018?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

What You'll Do

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In collaboration with director or principal investigator, the Program Manager develops goals and strategies for a university program, and provides and applies advanced, specialized subject matter knowledge to develop, implement, supervise, and evaluate the program. The Program Manager manages program finances, operations, marketing and human resources. The Program Manager manages hiring, training, and evaluation of staff.

What We're Looking For

Basic Requirements:

- Master's Degree.
- 5-7 years years of experience.
- Advanced knowledge and experience in program subject matter.
- Advanced organizational, analytical, and problem-solving skills.
- Excellent verbal, written and presentation skills.
- Supervisory experience helpful.

Special Work Schedule Requirements:

Occasional weekends required.

Pay Range

Minimum \$70,000.00, Midpoint \$87,550.00, Maximum \$105,100.00

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

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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