

Director, Tufts Gordon Institute Program and Operations  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=238560>

Downloaded On: Jul. 16, 2024 4:36am

Posted Jul. 5, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Director, Tufts Gordon Institute Program and Operations
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Development/Institutional Advancement Administration - General
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20666?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20666?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Director of Program Operations is responsible for the design, accuracy, and integrity of the business processes and practices of Tufts Gordon Institute (TGI) and is a vital member of the core team of Directors for Tufts Gordon Institute (TGI).

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### What You'll Do

- **General Administration:**

Responsible for the design, accuracy, and integrity of the Institute's business processes and practices, and their consistency with University and School of Engineering(SOE) and Tufts University policies and guidelines.

- **Financial Management:**

Be accountable for designing and driving all fiscal operations for the Institute, including:

- o Development of budget plans and resource allocation in response to Institute needs and goals.
- o Oversee day-to-day financial management of individual accounts and transactions, ensuring that all relevant regulations and policies are adhered to, appropriate cost controls are in place and necessary records are maintained.
- o Build multi-year financial models and business plans

- **Own TGI data driven performance analysis and improvement**

- o Analyze and report on financial and outcome performance of all programs
- o Design and develop dashboards and analytic tools to enable faculty, staff, and administration to drive data driven continuous improvement
- o Span business model, instructor, and course performance, including admissions and marketing

- **Strategic Planning:** Work closely with Institute Executive Director, Faculty, and Staff to create and successfully execute a long-term strategic plan

- o May take direct project management responsibility for strategic programs in their pilot phase
- o Develop proposals and coordinate approval of new programs with the University
- o Develop and assure sound business models for the Institutes portfolio
- o Leverage and develop deep working relationships across the university to streamline overall university workflows and outcomes

- **Personnel Administration:** Responsible for all Institute personnel activities, including:

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- o Manage departmental administrative staff and/or act as administrative supervisor in cases where administrative staff report directly to faculty.
- o Work closely with School Human Resources Officer and SOE Dean's office in administering various personnel functions
- o Oversee personnel transactions for faculty, staff, students, and others.
- o Partnering with ED, oversee faculty recruitment policies and procedures, and be accountable for all contracts , appointment and promotion procedures.
  
- Research Administration
  - o Manage proposal development and submittal process; supervise the staff who work closely with the PI, School of Engineering(SOE) Research Administration, and Office of the Vice-President for Research(OVPR) to ensure that agency requirements and university policies are adhered to.
  - o Oversee post-award processing and awards management, working closely with SOE Research Administration, OVPR, the PI and other relevant entities.
  - o Establish mechanisms whereby projects are managed effectively from award through project close-out, including all necessary financial reporting.
  
- Student Services: Take full responsibility for delivering a successful educational experience for our students (credit, non-credit, workshop participants, etc.) and faculty. Provide day-to-day oversight, ensuring that effective support is provided to the Institute's students and academic program. This includes:
  - o Providing administrative support for course approvals and catalog posting
  - o Coordinating course scheduling with university registrar
  - o Overseeing In class support as needed
  - o Overseeing course evaluations
  - o Coordinating student services for students.
  - o Overseeing degree and minor certificate approval process
  
- Facilities and Property
  - o Responsible for space planning and allocation for all faculty, staff and students.
  - o Ensure appropriate maintenance of all department facilities and equipment
  - o Serve as the Institute's representative on all facilities and renovation projects
  - o Oversee and coordinate faculty and staff moves within departmental facilities
  - o Maintain/manage current department space and equipment inventories.
  
- Other duties may also be assigned

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### What We're Looking For

#### Basic Requirements

- Master's degree or equivalent and 8-10 years of program or project management experience
- Highly proficient with Microsoft Office Suite (Word, Excel, PowerPoint)

#### Preferred Qualifications

- Demonstrated leadership and supervisory skills including conflict resolution in both a higher education environment as well as for profit or non-profit organizations outside of higher education
- Excellent planning and organizational skills.
- Excellent communication skills.
- Strong financial expertise in accounting, budget planning and financial forecasting.
- Ability to work well with all Tufts colleagues
- Demonstrated ability to establish credibility and trust with diverse groups, including faculty, staff and students
- Strong expertise in complex project management.
- Strong interpersonal skills.
- Attention to detail and accuracy.
- Strong analytical and problem-solving skills.
- Strong skills with Microsoft Office suite and G Suite, Qualtrics, Zoom, and other technologies, including Canvas and Tableau
- Strong knowledge of industry standards and/or regulatory requirements.
- Subject matter expertise for area(s) of responsibility,
- Direct experience rolling out the faculty and student support for graduate level programs in higher education, from admissions through student experience while enrolled
- Direct experience developing partnerships with corporations for higher education internships and collaboration
- Ability to multi-task and manage deadlines.

#### Special Work Schedule Requirements

As some TGI events and activities take place on weeknights and weekends, this position will require some non-standard work hours, as needed, primarily during the academic year, so flexibility is necessary. TGI is seeking an in-person employee for this position, although some remote work can be arranged with the supervisor.



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**Pay Range**

Minimum \$103,950.00, Midpoint \$129,950.00, Maximum \$156,000.00

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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