

## Program Manager, Interdisciplinary Graduate Programs Tufts University

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Posted Jul. 22, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Program Manager, Interdisciplinary Graduate Programs
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 22, 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>	Graduate Education
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20702?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20702?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

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The Graduate School of Arts and Sciences (GSAS) Dean's Office supports the vision and strategy of the Graduate Dean and strives to create an intellectually engaging experience for the graduate students. The office interacts with all administrative units that touch graduate students, including academic affairs, admissions, student affairs, and alumni development. The office oversees the admission of students to all graduate degree programs, awards scholarships, fellowships, and teaching assistantships in consultation with academic departments, and reviews academic standing and policies governing all graduate students in Arts and Sciences. The GSAS office also oversees curriculum changes across and development of new graduate programs, as well as develops and implements Academic and professional development programs for graduate students.

### What You'll Do

The Program Manager of Interdisciplinary Programs plays a critical role in the Graduate School of Arts and Sciences. The Program Manager is primarily responsible for the management of the Diversity, Equity, Inclusion, and Justice Leadership Master of Arts and Certificate full-time and part-time programs, as well as for the support of the Interdisciplinary Doctoral Program. This position also provides administrative leadership for other programs offered out of GSAS, including oversight of the GSAS orientation programs.

The management of the programs includes:

- Supporting faculty to develop curriculum
- Recruiting new students to the programs
- Organizing program events and activities related to building a positive current student experience such as orientation, social activities, and focus groups

The program manager will also handle the below duties:

- Support faculty searches
- Manage and support program faculty meetings
- Advise prospective, current students, and alumni on academic administrative issues (including but not limited to engaging with prospective applicants, tracking students' academic progress, supporting social media efforts, and engaging with alumni)
- Support goals for these graduate programs at an established school within Tufts University
- Supervise graduate student office workers

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### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and at least 2-3 years of experience in an educational, non-profit, or corporate setting
- Demonstrated ability to manage multiple projects/tasks with thorough attention to detail and consistency; ability to set and attain goals while working both collaboratively and independently on various projects

#### Preferred Qualifications:

- Master's degree in related discipline and 3+ years of experience in related field of study
- A commitment to and interest in diversity, equity, inclusion, and justice
- Experience working in higher education and/or with an adult/graduate student population

#### Special Work Schedule Requirements:

This is a hybrid position expected to be on-campus at least 3-4 days each week and for specific programming and events.

#### Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

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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