

Program Manager - Tisch College
Tufts University

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Posted Nov. 5, 2024, set to expire Mar. 20, 2025

Job Title	Program Manager - Tisch College
Department	Jonathan M. Tisch College of Civic Life
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Relations/Marketing Multicultural Affairs/Diversity Financial Planning/Budget Management Business & Administration
Job Website	https://jobs.tufts.edu/jobs/21072?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This is a two-year (24 months) limited term position with renewal based upon continued performance. This is a grant funded position and is not eligible for severance pay.

The Jonathan M. Tisch College of Civic Life is a national leader in civic education, whose teaching, research and community partnerships are setting the standard for higher education's role in civic engagement. As the only university-wide college of its kind, Tisch engages Tufts students in transformational learning opportunities via hands-on field-based experiences, community building, and public service. These engagements prepare them to become active citizens and community leaders.

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Tisch research centers conduct groundbreaking research on young people's civic and political participation and forge innovative participatory action research partnerships with communities.

Tisch College's North Star—building robust, inclusive democracy for an increasingly multiracial society—seeks to cultivate knowledge, leaders and living experiments that expand possibilities for democratic development in the context of increasing risks to democracy worldwide. Our work supports the University's efforts to become an anti-racist institution. Our programs and research centers focus on strengthening the political participation and voices of historically marginalized people, especially youth, and on addressing the challenges of building and reviving democratic institutions needed for multiracial/ethnic societies.

What You'll Do

Please submit a cover letter with your resume for consideration for the position.

Program Manager is a full-time, grant-funded position with the Talloires Network of Engaged Universities – a growing global coalition of 441 university presidents, vice-chancellors, and rectors in 91 countries who lead socially responsible and civically engaged institutions around the world.

In collaboration with the Executive Director/principal investigator and Next Generation Leaders alumni, the Program Manager will:

- Develop For Youth By Youth (FYBY) goals and strategies.
- Provide and apply specialized subject matter knowledge to develop, implement, and evaluate the FYBY initiative.
- Manage FYBY finances, operations, marketing, and human resources.
- Orient, train and evaluate Talloires Network staff as well as consultants, students, and temporary employees.
- Cultivate a shared vision and culture of collective impact across FYBY consultants, participants, Partner Universities, Youth Networks, and other stakeholders.
- Manage, track, and meet established goals for engaging marginalized university students and community collaborators.
- Integrate FYBY priorities and activities with other Tallories Network/Tufts University activities.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Master's degree in related discipline and 5-7 years of program management experience.
- Strong foundation in participatory action research, experiential/service learning and/or engagement with local community organizations and institutions.
- Track record of public scholarship such as films and case study reports; supervises preparation of high-quality films, case study reports, and presentations for a global audience that feature youth-led action research projects and policy briefs.
- Provides direct support to and collaborates with international youth organizations to promote youth civic engagement, especially in Africa and Canada.
- Assists in the design and management of an AI-enhanced tracking and evaluation system.
- Experience with organizing and implementing virtual and in person gatherings.
- Excellent written and oral communication skills, including an ability to write clear and concise case studies for a diverse global audience including higher education leaders and policymakers.
- Demonstrated ability to work on several projects simultaneously and meeting demanding timelines.
- Strong organizational skills and high level of attention to detail.
- Commitment to and demonstrated experience communicating effectively with those different from themselves and creating strategies that seek to increase inclusive democratic participation.
- Demonstrated ability to handle sensitive matters with judgment, tact, and diplomacy.
- Demonstrated cultural competency and experience working within a global community.

Preferred Qualifications:

- Broad understanding of action research, experiential learning, and civic engagement.
- Passion for mobilizing youth networks to achieve systemic changes.
- Interest in exploring the potential advantages and risks associated with artificial intelligence.
- Fluency in Swahili, Hausa, Spanish, French, Portuguese, or Arabic.

Special Work Schedule Requirements:

This is a hybrid position expected to be in the office 3 days per week in Medford, MA.

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Expected to travel nationally/internationally approximately two to four times per year on average. Evening hours are expected at intermittent times of the year as needed.

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