

**Program Manager
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=262295>

Downloaded On: Sep. 10, 2025 6:28pm

Posted Sep. 10, 2025, set to expire Jan. 22, 2026

Job Title	Program Manager
Department	The Office of Graduate Education
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Graduate Education Financial Planning/Budget Management
Job Website	https://jobs.tufts.edu/jobs/22281?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Graduate Education provides strategic leadership and oversight for graduate education programs provided by Cummings School of Veterinary Medicine. In collaboration with relevant program directors and academic staff, the office develops and manages PhD, master's, diploma, and certificate programs. Additionally, through its work with relevant committees, the office ensures appropriate policies and procedures are in place to support all graduate education programs at the school. The office provides oversight of academic rigor and management of all graduate courses and works closely with the Associate Dean of Research on any initiatives with potential to impact the school's PhD programs.

Program Manager Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=262295>

Downloaded On: Sep. 10, 2025 6:28pm

Posted Sep. 10, 2025, set to expire Jan. 22, 2026

What You'll Do

In collaboration with director or principal investigator, 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. Manages program finances, operations, marketing and human resources. Manages hiring, training, and evaluation of staff. Engages and communicates externally with program partners including adjunct faculty from local industry and internship sites.

Essential functions as a Program Manager for The Office of Graduate Education will be:

- In collaboration with director or principal investigator, develop goals and strategies for a university program.
- Implement plans and evaluate progress, refine plans and make changes to policies and procedures as necessary.
- Oversee data management systems and evaluation/recommendation for system upgrades or enhancements.
- Manage and analyze budgets and prepare reports and projections.
- Assist the director or principal Investigator in writing grants and proposals for new funding opportunities or continued support.
- Develop and oversee marketing, advertising, and external relations.
- Write and design program materials and newsletters.
- Oversee content and maintenance of website and designs and evaluate social media strategy.
- Design, and may deliver, seminars, lectures, and other special events.
- Conduct research and drafts reports and results.
- Present information and results to management, constituents, and sponsors.
- Manage hiring and training of staff, evaluate workflow and productivity and conduct employee performance reviews.
- Manage student services including admissions, registration, student academic progress and internship programs, providing advice and counsel to students about program options and requirements.

What We're Looking For

Basic Requirements:

- Master's Degree and relevant educational training in business administration and/or management.

**Program Manager
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=262295>

Downloaded On: Sep. 10, 2025 6:28pm

Posted Sep. 10, 2025, set to expire Jan. 22, 2026

- 5-7 years of experience in financial management, personnel management, and demonstrated financial skills.
- Advanced knowledge and experience in program subject matter
- Advanced organizational, analytical, and problem-solving skills
- Excellent verbal, written and presentation skills

Preferred Qualifications:

- Supervisory experience and experience in administration of veterinary or related academic programs, particularly at the M.S. and Ph.D. level is highly desirable.

Pay Range

Minimum \$72,500.00, Midpoint \$90,700.00, Maximum \$108,900.00

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

,