

**Program Manager  
Tufts University**

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

Downloaded On: May. 8, 2024 1:34pm

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

<b>Job Title</b>	Program Manager
<b>Department</b>	School of Dental Medicine
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 11, 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>	Public Relations/Marketing Human Resources Financial Planning/Budget Management Administration - Academic Unit
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20018?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20018?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**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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