

**Program Manager
Tufts University**

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Posted May 28, 2025, set to expire Dec. 31, 2025

Job Title	Program Manager
Department	Tufts School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	May 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology
Job Website	https://jobs.tufts.edu/jobs/21920?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Public Health Program confers the MPH degree. It is administered in the School of Medicine in the Department of Public Health and Community Medicine. The program is large and complex with roughly 300 students, multiple areas of concentration, and several dual degrees with other programs both at Tufts and other institutions. The program is offered both on-campus and in an online format. The Department of Public Health and Community Medicine is distinguished by a strong faculty with a broad global multidisciplinary approach to public health and clinical issues. It is devoted to the promotion of public health through education, research, population-based and patient-centered advocacy, shaping health policy and community service.

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What You'll Do

We are seeking a highly motivated individual that provides advanced, specialized subject matter knowledge to develop, implement, and evaluate a university program in collaboration with the Director and Associate Director. This position is responsible for developing goals and strategies for the public health program; designing data management and reporting systems; managing program financial, operational and human resources; and works in partnership with leadership and the Office of Graduate Student Services to manage all aspects of program operations. This position supports faculty leadership in managing each concentration and dual degrees of the program as well as assisting with maintaining program accreditation.

The ideal candidate will have a passion for public health, work well with leadership, faculty, students, and staff, and support the activities of the program to reach the mission and goals. This role requires a strong track record of attention to details, balancing multiple responsibilities, and strong communication skills (both oral and written).

General:

- Develops goals and strategies for the program in collaboration with the Program Director. Implements and evaluates progress; refines plans or changes policies and procedures as necessary.
- Provides assistance and support to Program Director, Associate Director, and other program leadership in problem-solving, project planning, and management.
- Work with registrar and program leadership to revise course schedules as needed.
- Manage faculty deployment process and works with department leadership, Program Director, and registrars to assign all faculty teaching responsibilities.
- Develops and oversees data management and filing systems and oversees entry and maintenance of data and data collection forms.
- Manage shared file systems and provides access and version control to program documents and policies.
- Manage TA/tutor process.
- Manage program aspects of adjunct faculty onboarding process.
- Works on special projects and quality improvement initiatives as directed by the Program Director.
- Coordinates with the Office of Graduate Student Services, including admissions, registration, student academic progress and internship programs, student and faculty awards, and program orientations and commencement, to assure program goals are met.
- Manages hiring and training of staff, evaluates workflow and productivity and conducts employee performance reviews.

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Program Accreditation and Evaluation:

- Works on accreditation in coordination with program and department leadership.
- Develop financial, personnel, and facilities reports for internal and external bodies, including external accrediting bodies.
- Assist with budgetary aspects of annual accreditation and self-study accreditation.
- Assist with scheduling and managing of accreditation self-study process.
- Assist with data collection and report writing for annual program evaluation.

Budgeting and Reports:

- Manages and analyzes budgets and prepares reports and projections.
- Work with Department Manager and Program Director to develop annual budget.
- Prepare spreadsheets/reports/surveys for data analysis and monitoring of expenses.
- Provide variance reports on discretionary line items in budget to Program Director as requested.

Program Communications:

- Writes and designs program literature and newsletters.
- Reviews content and maintenance of website.
- Presents information and results to management, constituents and sponsors.

What We're Looking For

Basic Requirements:

- An advanced degree (Master's degree or higher) and 5-7 years of project management experience.
- Strong budget and data management skills.
- Ability to work collaboratively with program leadership, faculty, staff, and students in a dynamic and complex environment.
- Exceptional communication and interpersonal skills.
- Strong organizational, problem-solving, and critical thinking skills, with ability to manage multiple responsibilities simultaneously.
- Strong commitment to fostering an inclusive academic environment.

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Preferred Qualifications:

- An MPH degree or other public health relevant advanced degree.
- Familiarity with current trends and best practices with program evaluation, faculty and student satisfaction.
- A proven track record of meeting benchmarks and strong management skills.

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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