

Education Support Coordinator Tufts University

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Posted Sep. 16, 2024, set to expire Jan. 25, 2025

Job Title	Education Support Coordinator
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Instructional Design/Technology Educational Technology Education - General
Job Website	https://jobs.tufts.edu/jobs/20906?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service.

What You'll Do

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The person in this role will be responsible for coordinating all processes related to exam preparation and administration, course evaluation dissemination and reporting, course schedule support and providing assistance with our educational systems.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree in educational technology, or related fields
- Minimum of 3 years of experience in Higher Education
- Must be well-organized and have experience managing multiple projects and competing deadlines
- Must be well versed in the use of Microsoft Office Excel
- Exceptional written and verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to work independently and as part of the team
- Outstanding customer service and interpersonal skills
- Current knowledge of educational technologies and their applications
- Strong organizational and interpersonal skills

Preferred Qualifications:

- Knowledge of course evaluations preferred

Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

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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Contact

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