

## Education Support Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=244772>

Downloaded On: Sep. 17, 2024 6:26am

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

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

### 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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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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