STEM Connect Advantage Accelerator Program Administrator
Tufts University

Job Title	STEM Connect Advantage Accelerator Program Administrator
Department	Tufts University College
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Sep. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Science Education
	Math Education
	Higher Education Administration
	Education - General
Job Website	https://jobs.tufts.edu/jobs/22365?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

About Tufts University College

Tufts University College (UC) is Tufts' hub for innovative, accessible, and inclusive education. Since its founding in 2018, UC has grown rapidly, running Pre-College Programs, the Osher Lifelong Learning Institute, the Center for Professional and Workforce Impact, and a wide range of summer and professional programs. UC is a fast-paced, collaborative environment where professionals who care deeply about higher education create new ways for diverse learners to access Tufts' world-class

education.

What You'll Do

Job Summary

The Program Administrator will play a central role in shaping and running this program. This position offers the opportunity to help bring a high-profile program to life at Tufts while working closely with faculty, industry leaders, and motivated STEM students.

The program administrator will:

- Manage both the backend and front-facing aspects of the STEM Career Advantage Academy.
- Collaborate with the program's lead instructor, guest speakers, and UC leadership to ensure smooth planning and delivery.
- Support students directly—through communications, onboarding, and ongoing engagement—to foster strong program outcomes.
- Contribute to marketing and recruitment campaigns, including email and social media outreach.
- Track and analyze program performance, producing reports and recommendations for improvement.
- Maintain key program infrastructure, including websites, databases, applications, and student records.
- Attend all program sessions to provide real-time support.
- Play a hands-on role in program innovation and future growth, helping scale offerings into year-round workshops, micro-credentials, and certificate programs.

This is an exciting opportunity for someone who wants to make a tangible impact on the success of an evolving program and help shape the future of professional development for STEM students and early-career professionals.   Please note this a 3-year term position with the possibility of extension.

What We're Looking For

Basic Requirements:

- Bachelor's degree and 3–5 years of experience in a professional environment.

STEM Connect Advantage Accelerator Program
Administrator
Tufts University

- At least 3 years of experience managing complex projects with multiple stakeholders (e.g., faculty, administrators, marketing teams, and students) in an educational setting.
  Interest in program design, workforce development, and/or STEM education.
- Demonstrated ability to meet performance goals.
- Ability and comfort adapting to competing priorities in a fast-paced environment and on the fly.
- Proven ability to handle sensitive matters with judgment, tact, and diplomacy.
- Demonstrated cultural competency and experience working with diverse student populations.
- Proficiency with Microsoft Office Suite (including strong Excel skills), Canvas, and Zoom.
- Comfortable using digital tools such as email platforms, social media, and survey analysis software.
- Excellent communication skills (written and verbal), organizational skills and attention to detail.
- Strong organizational, project management, and relationship-building skills.
- Collaborative team player with a proactive, solutions-oriented mindset and willingness to pitch in.
- Flexible, positive, and willing to take an "all-hands-on-deck" approach when needed

Preferred Qualifications:

- Knowledge and skills as typically acquired through completion of a master's degree and 5–7 years of program management experience.
- Prior experience in program development and evaluation.
- Knowledge of or experience working in a STEM field or STEM-focused organization.
- Experience creating and delivering synchronous online and in-person courses for college students.
- Experience facilitating dialogue and engagement in online learning environments.
- Experience mentoring or teaching young adult or early-career students, particularly from diverse backgrounds.
- Customer service or marketing experience.
- Prior systems management and analytical experience with platforms such as Technolutions Slate, Oracle PeopleSoft SIS, or Modern Campus Destiny One.
- Knowledge of SQL or other query languages.

STEM Connect Advantage Accelerator Program
Administrator
Tufts University

Pay Range

Minimum $54,500.00, Midpoint $68,100.00, Maximum $81,700.00

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

,