

Department Administrator
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=230687>

Downloaded On: May. 9, 2024 10:42am

Posted Feb. 14, 2024, set to expire Dec. 31, 2024

Job Title	Department Administrator
Department	Department of Urban and Environmental Policy
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20173?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

For five decades, the Department of Urban and Environmental Policy and Planning (UEP) has been a place where students, faculty, and the community work to turn vision into practice. UEP centers its mission around the intersection of planning, policy and social justice. We offer programs founded on an interdisciplinary approach focused on the intersection of urban, social, and environmental issues. In addition to our diverse course offerings, community practice and partnerships are integral to UEP. They represent a platform for engaged learning and research, enabling students and faculty to come together to develop innovative strategies for solving local and global challenges, and to build the pipeline of new policy and planning professionals.

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What You'll Do

The Department Administrator serves as primary contact for the academic department representing its faculty and programs to university and external community. The Department Administrator will handle the below duties:

- Serves as a resource for students, faculty, staff, and other constituents
- Oversees department administration, finances, and operations
- Coordinates faculty, student and academic services
- May supervise support staff, students and/or temporary employees

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by an Associate's Degree and 3-5 years' experience
- Proficiency with Microsoft Office Suite and database management tools like Access
- Working knowledge of additional software tools such as Data Warehouse, Apptricity, Tableau, Interfolio, Activity Insight, PaymentWorks, and PeopleSoft
- Excellent written and verbal communication, time management, multi-tasking, organizational and customer service skills
- Budget and financial management experience, preferably in an academic setting

Preferred Qualifications:

- Bachelor's degree

Special Work Schedule Requirements:

This is a hybrid role expected to be on campus during the academic semesters, with the possibility of additional remote flexibility during the summer and winter breaks.

Pay Range

Minimum \$31.90, Midpoint \$37.95, Maximum \$44.00

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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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