

Administrative Coordinator - Latinx Center Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=232999>

Downloaded On: May. 9, 2024 1:00am

Posted Mar. 15, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator - Latinx Center
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20251?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts Latinx Center was founded in October 1993 as a space and resource for Tufts University students and community members to gather, learn, share experiences, support and appreciate Latinx identities. As one of the centers within the Division of Student Diversity and Inclusion, the Latinx Center seeks to contribute to Latinx/Hispanic/Caribbean/Latin American students' success at Tufts University by providing resources, guidance and programming for academic achievement, identity development, belonging, and leadership in collaboration with students, staff, faculty, alumni, and the greater community.

The Latinx Center is a welcoming environment dedicated to celebrating and furthering the Latinx community. Through collaboration, dialogue and research, the LC seeks to inspire advocacy, appreciation, and social change by centering the margins within our community. The center offers academic and personal advising, mentorship, programming and guidance for all students within the Latin Diaspora.

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What You'll Do

Reporting to the Director of the Latinx Center, the Administrative Coordinator provides comprehensive administrative support. They will handle complex and confidential situations and requests and will oversee the daily operation of the Latinx Center, evaluating workflow and productivity and providing direction and guidance to office staff. The Administrative Coordinator will also handle the below duties:

- Provide detailed and complex administrative support for the major processes in the Center, including carefully monitoring budget accounts, uploading financial data, and executing authorized financial transactions responsibly.
- Gather data, conduct research, and draft reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations as needed.
- Plan and coordinate meetings and special events, including contacting speakers, designing promotional material, and coordinating support for speakers and presenters.
- May also coordinate programs and/or projects for department.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma/GED and 5+ years of administrative experience OR a Bachelor's degree and 3+ years of experience
- 2+ years' experience using/managing electronic databases/records
- Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge
- Bookkeeping or basic accounting knowledge
- Superior organizational and interpersonal skills
- Excellent oral and written communication skills

Preferred Qualifications:

- Experience working in a busy, high traffic office environment is preferred
- Interest and experience in digital media communications preferred
- Experience with college students and an interest in college student affairs preferred
- Bilingual in Spanish preferred

Special Work Schedule Requirements:

This is a hybrid role. This position requires regular on campus in-person interactions as well as availability outside of regularly

Pay Range

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Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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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