

Faculty Coordinator - Friedman School of Nutrition
Tufts University

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Posted Jan. 10, 2020, expired May 24, 2020

Job Title Faculty Coordinator - Friedman School of Nutrition

Department

Institution Tufts University

Boston, Massachusetts

Date Posted Jan. 10, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Administrative Support/Services

Apply Online Here <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001022>

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Job Description

Established in 1981, the Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy is the only graduate and professional school of nutrition in North America. Its mission is to improve the nutritional well-being of people worldwide through:

the creation of new knowledge

the application and dissemination of evidence-based information and

the education and training of future leaders in the field

The faculty coordinator performs a wide range of complex administrative duties that support teaching, research, advising, travel, and related activities for a portfolio of faculty members in the Friedman School. This work includes day-to-day activities such as managing calendars, arranging travel, coordinating events, and general administrative support across the needs of the school and between multiple staff members and constituencies. The coordinator also provides administrative and project support to the Executive Administrative Dean and the Director of Business Operations.

Point of Contact

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Acting as a central source of information, problem solving, guidance and explanation of policies and procedures for faculty

Coordinating with contacts across the school/university, collaborators, and external contacts

Receiving and directing visitors

General

Updating CVs, bios, and bibliographies, faculty web profiles, Elements profile, and assisting with portions of annual faculty review form

Drafting, producing, proofreading, formatting, and/or editing reports, documents, presentations, tables, and/or spreadsheets; creating and distributing surveys, compiling and analyzing results

Coordinating meetings and related logistics and travel arrangements; initiating and responding to doodle polls and requests for availability

Preparing award nominations and submissions

Preparing and distributing agenda, attending meetings, taking and distributing minutes, following up on action items

Developing and maintaining filing systems and records

Ordering computers, software, business cards, supplies

Processing incoming and outgoing mail

Financial

Processing transactions and reimbursements, reconciling travel card and purchasing cards, tracking expenses

Acting as liaison between faculty and financial staff for transactional questions, preparing basic projections and/or budgets, assisting with preparation of grant proposals

Courses

Drafting, producing, proofreading, formatting, and/or editing reports, documents, presentations, tables, and/or spreadsheets for courses

Updating syllabi and course websites; tracking grades

Locating books and articles, placing library materials on reserve

Acting as liaison to teaching assistants and students

Coordinating logistics for guest speakers

Research

Proofreading, formatting, and/or editing reports, documents, presentations, tables, and/or spreadsheets; editing and proofreading early and final drafts of to-be-published papers; formatting articles and manuscripts for publication according to publisher's specifications; submitting abstracts

Updating Friedman School-related research websites

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Assisting with logistics for presentations, conferences, and panels
Communicating with external collaborators and points of contact
Conducting online research and literature reviews; retrieving research resources; gathering and organizing data
Assisting with IRB submission and tracking

Divisions/Programs

Updating elists and division/program webpages
Attending division faculty meetings, taking and distributing minutes, following up on action items, preparing agenda, tracking information
Coordinating meetings and lunches

Events

Supporting workshops, conferences, seminars, and colloquia: reserving rooms, ordering catering, sending notifications and reminders, tracking responses, distributing publicity materials, and managing other logistics
Acting as liaison to guests/speakers prior to event; receiving and directing guests/speakers

Student Advising

Editing, proofreading, and submitting reference letters
Liaising between faculty and students

Hiring

Students and temps: Advertising, arranging interviews, preparing offer letters, facilitating appointment processing with finance office, facilitating appointment extensions and related letters
Postdocs: Advertising, arranging interviews, preparing offer letters, facilitating appointment processing with TSS, coordinating with Office of Faculty Affairs, acting as liaison to International Center for visa applications, facilitating new employee onboarding
Staff: Assisting with recruiting processes including coordinating with HR, screening applications, arranging interviews, communicating on behalf of faculty member, acting as liaison to International Center for visa applications, facilitating new employee onboarding

Other

Provides administrative support for special projects and initiatives led by the Executive Administrative Dean and/or Director of Business Operations.
Accomplishes related duties and takes on new responsibilities in response to changing needs. Learns new software and systems as needed. Participates in team meetings, trainings, and activities for staff.
Provides back-up support for other staff as needed.

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Qualifications

Basic Requirements:

College degree and a minimum of 3 years experience working in a support staff role is required, including relevant experience in an office environment or supporting faculty or executives. Experience supporting multiple supervisors strongly preferred.

Excellent communication and customer service skills. Strong attention to detail, accuracy, and proofreading ability.

Excellent time management and organizational skills, and the ability to reprioritize as needed in a fast-paced environment. Must be able to work with interruptions, adapt to change, and respond quickly to last minute requests and changes to calendars, schedules and/or travel.

Ability to work independently with minimal supervision, make appropriate adjustments to work flow and ability to manage multiple projects simultaneously, demonstrate initiative and solve problems, and elevate issues as appropriate. Strong work ethic, follow-through, proactive approach to work, and dependability essential.

Competency using a variety of computer applications, especially Microsoft Word and Excel. Must possess the ability to learn and adapt to new systems and software quickly.

Solid working knowledge of basic financial concepts preferred.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Contact Information

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

Contact