

Administrative Coordinator, Career Services - Friedman
School of Nutrition
Tufts University

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Posted Apr. 3, 2020, expired Aug. 16, 2020

Job Title Administrative Coordinator, Career Services - Friedman School
of Nutrition

Department

Institution Tufts University
Boston, Massachusetts

Date Posted Apr. 3, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

Administrative Coordinator, Career Services - Friedman School of Nutrition - (20001305)
Description

The Administrative Coordinator provides high-level administrative support to the Office of Career Services and the Executive Director of the Tufts Food and Nutrition Institute. The Administrative Coordinator will be the first line of contact for students and other Career Services stakeholders. S/he will be responsible for the day-to-day operation of Career Services, including scheduling and organizing events and assisting in the delivery of career services. The Administrative Coordinator will contribute to updating and maintaining multiple databases. S/he will participate in preparation of digital and print materials to be utilized in programming as well in preparation of reports.

Essential Functions:

Coordinates daily operation of the Career Services Office.

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Is the primary provider of administrative support to the Career Services Director and Associate Directors and to the Executive Director of the Tufts Food and Nutrition Innovation Institute.

Triages communication to Career Services staff.

Maintains up-to-date databases of internship and employment opportunities.

Schedules appointments and maintains complex calendars.

Organizes and schedules events, activities, and meetings for career services and the Tufts Food and Nutrition Innovation Institute.

Assists with delivery of career services programming.

Serves in a highly visible capacity as a resource for the office, including frequent interactions with students, staff, faculty, alumni, and potential employers.

Designs event invitations; determines event venues; coordinates event materials, audio visual or other set-up needs.

Produces, proofreads, and edits material intended for print or digital use.

Assists with preparation of reports, tables, and charts related to participation and effectiveness of services.

Monitors office spending and prepares periodic reports as requested.

Qualifications

Basic Requirements:

High school diploma or GED plus at least 8 years of administrative experience, OR a bachelor's degree and 3 years of administrative experience.

Requires proficiency with Word and Excel or similar programs.

Excellent organizational skills and interpersonal skills are required.

Experience in higher education, professional development, or similar is preferred.

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

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact



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