

Administrative Coordinator - Public Health and Community
Medicine, School of Medicine
Tufts University

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Posted Jul. 1, 2020, set to expire Nov. 13, 2020

Job Title Administrative Coordinator - Public Health and Community
Medicine, School of Medicine

Department

Institution Tufts University

Boston, Massachusetts

Date Posted Jul. 1, 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 - Public Health and Community Medicine, School of Medicine - (20001388)

Description

The Administrative Coordinator is responsible for the day-to-day administrative functions of the DPT Program and support staff for the DPT Program Directors and Faculty. The Administrative Coordinator coordinates the collecting, maintaining, and reporting of student records, and ensures that records compliance and confidentiality are maintained in all administrative processes. This role also requires coordinates the collection, processing and evaluation of admission applications, and ensures that applicant privacy and confidentiality are maintained in all administrative processes. The Administrative Coordinator is also responsible for managing a variety of admissions documents, program documents, databases, and reports for the DPT Program.

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Qualifications

Basic Requirements:

Bachelor's degree or have documented equivalent experience in an administrative position in a service oriented office.

Experience with basic office equipment, including printer, scanner, copier, and fax.

Computing knowledge, including experience with Microsoft Office (e.g., Word, Excel, PowerPoint).

Possess discretion when dealing with highly confidential information.

Demonstrates confidence, discretion, and proficiency in interpersonal and team skills in order to effectively interact with people at all levels.

Demonstrates attention to detail and excellent decision-making skills in responding to high-pressure situations.

Demonstrates ability to multi-task, prioritize work, and manage competing priorities in a fast paced, deadline-driven administrative office.

Possess strong oral, communication, and organizational skills and commitment to best practices.

Develop database, spreadsheet, or word processing documents requiring understanding and proficiency with contemporary software applications and programs.

Perform complex data-entry tasks for which there are a variety of formats and procedures.

Possess knowledge of correct business practices, correspondence, and typing formats.

Ability to read and comprehend regulations, procedures, and policies and apply them to specific situations.

Ability to perform basic arithmetic, such as fractions, decimals, and percentages.

Possess basic knowledge of accounting systems.

Demonstrate knowledge and usage of correct grammar, composition, spelling, and punctuation and produce documents that do not require significant review and editing.

Possess the initiative to act with self-direction and independently to correct and improve operations in the DPT Program.

Ability to work in a collaborative environment.

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



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Contact

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