

Assistant Director - Institute for Global Leadership
Tufts University

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Posted Sep. 23, 2021, set to expire Feb. 5, 2022

Job Title Assistant Director - Institute for Global Leadership

Department

Institution Tufts University

Medford/Somerville, Massachusetts

Date Posted Sep. 23, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Institutional Advancement

Administrative Support/Services

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Apply By Email

Job Description

Assistant Director - Institute for Global Leadership - (21001793)

Description

The Institute for Global Leadership (IGL) prepares Tufts students to be responsible global citizens who are ready and willing to build a safer and more equitable world. This preparation includes innovative courses, expert mentoring, social entrepreneurship programs, and abundant opportunities for international research and internships.

The IGL also serves as an incubator for innovative programs that empower learners at all levels to address complex global issues.

Provides specialized, subject matter knowledge to develop, implement, review and evaluate a

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university Program or Project in collaboration with Manager or Director. Participates in development of goals and strategies; creates data management and filing systems; develops, analyzes and monitors budgets, grants and contracts; and participates in development and implements marketing and advertising efforts including writing content for website and social media material. May design and represent program externally at conferences, meetings and events. Conducts research and drafts reports and results. May oversee recruitment and management of study subjects. May provide advice and counseling to students. Coordinates hiring and training of staff, students and temporary help.

Qualifications

Basic Requirements:

Bachelor's degree with 5+ years of experience ; excellent communication and writing skills; detail-oriented and ability to multi-task; experience working in a fast-paced, multicultural environment; strong computer and analytical skills; ability to work both independently and collaboratively .

Preferred Qualifications:

Master's degree in related discipline and 3+ years of experience in related field of study.

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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