

Senior Project Coordinator - Office of the Vice Provost for
Innovation
Tufts University

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Posted Feb. 13, 2023, set to expire Dec. 31, 2023

Job Title	Senior Project Coordinator - Office of the Vice Provost for Innovation
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 13, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Institutional Advancement Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/18570?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Vice Provost for Innovation (OVPI) is responsible for harnessing the innovative power of the Tufts community to develop strategic and new business opportunities for research, scholarship and education. The primary mission is to provide business development services for the University and includes key efforts focused on Innovation Community and Brand Development, Network Development (Internal & External), Innovation Infrastructure (Physical and Digital), Global Initiatives and International Strategy, Online, Hybrid, and Life-long Learning and other advisory services.

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What You'll Do

The Vice Provost for Innovation is seeking a Senior Project Coordinator who, under limited supervision, provides advanced administrative support and coordination for a university project. Utilizing advanced knowledge and skills with varied office system applications, drafts reports, proposals, and communications materials for project. Responds to more complex inquiries and provides problem resolution for constituents. to manage and push forward various projects the office is working on. The person will coordinate all aspects of the project for effectiveness, impact, and cost. This role will report directly to the Vice Provost for Innovation. The individual is responsible for management of projects that cross university lines between Research, Education, Infrastructure and Networks.

Essential Functions:

- Gathers and researches information, drafts reports, proposals, and other materials for project.
- Responds to more complex inquiries, uses resources to evaluate options, and provides information and/or recommends solutions
- Oversees project files and databases and ensures regular systems maintenance or updates. Uses software to produce data for analysis or reports.
- Monitors budgets, tracks spending, and prepares regular or ad-hoc reports for analysis. Makes recommendations for purchases or cost savings. Researches and reconciles financial transactions and statements.
- Coordinates and assists with evaluation of marketing and advertising efforts for project. Assists in writing, editing, and designing applications, flyers and other promotional materials. Update website, posts and monitors social media presence.
- Oversees logistics for meetings and other special events including planning, selecting venue, coordinating materials and set-up and handling travel. May assist with vendor negotiations.
- Plays lead role in onboarding in training student and temporary workers. Provides training and work direction to other support staff.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through an Associate degree
- Related experience
- Excellent written and verbal communication skills
- Excellent organizational and problem-solving skills
- Good interpersonal skills and the ability to work with multiple constituents, including faculty, other university administrators, industry counterparts and Tufts counsel
- Demonstrated ability to handle multiple projects and concurrent deadlines with frequent interruptions

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- Highly-motivated, self-starter, detail-oriented, able to handle confidential matters with discretion, have excellent prioritization, creative problem-solving and decision-making skills
- Able to work both independently and as part of a team
- Adaptable to shifts in prioritization of projects and still be able to keep projects going

Preferred Qualifications:

- Tech Savvy: Anticipating and adopting innovations in business-building digital and technology applications.
- Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- Ensures Accountability: Holding self and others accountable to meet commitments.
- Collaborates: Building partnerships and working collaboratively with others to meet shared objectives.
- Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Organizational Savvy: Maneuvering comfortably through complex policy, process, and people-related organizational dynamics.
- Situational Adaptability: Adapting approach and demeanor in real time to match the shifting demands of different situations.

Contact Information

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

Contact