

Executive Administrator to the Dean
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=206677>

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Posted Mar. 3, 2023, set to expire Dec. 31, 2023

Job Title	Executive Administrator to the Dean
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 3, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/18670?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University's University College (UC) is dedicated to programming that meets the educational needs of learners, wherever they are on their learning journey. Today, UC's programmatic areas include Tufts Professional & Custom Education Programs, Tufts Pre-College Programs, and Tufts Lifelong Learning & Osher Institute. UC has grown quickly since its inception in November 2018 and is poised for substantial medium-term growth with the incorporation of degree and certificate programs through which it hopes to significantly expand access to Tufts' world-class education. UC offers a fast-paced, nimble environment made of highly trained professionals who love the higher education environment and are committed to providing world class education in the 21st century to a wide variety of students. UC is well-positioned to develop a distinctive presence in the greater Boston landscape as part of a diverse and accessible institution that makes learning and engagement with education of all kinds for all people a part of its core mission.

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What You'll Do

Reporting directly to the Dean and with a dotted-line reporting relationship to the Deputy Executive Administrative Dean, the Executive Administrator manages special projects, initiatives, and events; decanal administrative needs; and business operations needs.

Essential Functions

Special Projects and Special Events – 60%

- Manages special projects and initiatives for the dean and deputy EAD, including preparing and staffing the roundtable and leadership meetings, and managing activities related to strategic plan-related initiatives and school performance indicators.
- Manages and staffs special meetings and events, working with leadership and various contacts across the school and university, as well as external stakeholders.
- Conducts independent research related to special projects.

Executive Administrative Support – 20%

- Drafts and edits correspondence; creates complex documents, reports, and presentations; prepares briefing materials; develops and organizes agendas.
- Engages in research, analysis, and/or preparation of data, issues, or other needs for the dean.
- Schedules meetings and maintains the dean's calendar.
- Tracks status of ongoing matters and follows up as required.
- Addresses questions and needs on behalf of the dean as appropriate.
- Provides administrative support to the deputy EAD.

Business Operations Management – 20%

- Serves as a liaison to Facilities, TTS, TSS, and other central offices.
- Ensures operational onboarding/offboarding needs for new and departing staff and students are addressed, improving on/offboarding processes when and where needed.
 - Addresses the daily physical needs of University College spaces including requesting maintenance, restocking supplies, and coordinating with colleagues as needed.

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- Processes time off tracking, acts as contact for UC conference room(s), updates computer inventory
- Addresses miscellaneous inquiries and directs to other contacts as relevant
- May process, track, and adjust payroll transactions
- Improves processes for managing all of the above

What We're Looking For

Basic Requirements:

- Bachelor's degree and 3 or more years of relevant administrative experience in an academic, medical, or business setting, or equivalent combination of education and experience
- High level computer skills, especially Microsoft Office applications
- Excellent written, verbal, organizational, time management, and interpersonal skills
- Superb proofreading and editing abilities
- Excellent attention to detail
- Ability to communicate professionally, discreetly, and tactfully

Preferred Qualifications:

- Ability to work effectively and to produce accurate and professional work products
- Ability and willingness to learn new tasks and functions quickly, seek guidance and training as needed, and ask questions as appropriate
- Ability to function independently with minimal supervision
- Proven project or program management experience
- Highly organized
- Ability to prioritize multiple demands.
- A proactive approach with demonstrated ability to think quickly, disseminate information, problem-solve, and bring issues to resolution.
- Self-initiative, confidence, and good judgment.
- Ability to properly manage confidential information

Salary Range

Minimum \$31.15, Midpoint \$37.38, Maximum \$43.60



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Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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