

Administrative Coordinator Tufts University

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Posted Jan. 25, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20070?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Medicine (TUSM) has nearly 5,000 total faculty members and over 1,000 clinical trainees (residents and fellows) based at the Tufts-affiliated hospitals and programs. The TUSM Office of Faculty Affairs (OFA) is responsible for the appointment, reappointment, promotion, tenure, and orientation programming for medical school faculty and clinical trainees. Additionally, the OFA provides guidance and expertise on faculty related inquiries and policies.

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The OFA is committed to promoting the advancement and recognition of the varied medical school faculty members across our academic partners. This includes proactive faculty development and outreach to faculty and our major academic partners related to faculty advancement and the promotion process.

What You'll Do

As a member of the TUSM Office of Faculty Affairs (OFA) team, reporting to the Director of Faculty Affairs, the Administrative Coordinator will be responsible for performing complex administrative tasks, coordinating logistics and office operations, and for serving as a central resource for information about faculty. These tasks require initiative and excellent communications and organizational skills, efficient administrative operations, and project-oriented aptitude.

- Serve as the primary point person/liaison for the Office of Faculty Affairs, addressing and/or triaging incoming faculty and trainee-related inquiries by phone or central office email; including verification, credentialing and reporting request
- Manage the junior level faculty appointment process, including tracking, reviewing, and entering appointments, promotions, and deactivations into the Faculty Information System in a timely manner with limited supervision
- Draft appointment letters, condolence notes, and other Faculty Affairs communications, including annual renewal letter process
- Assist in the coordination and planning of meetings and special events, including the new faculty orientation, administrator orientation, and faculty recognition events
- Maintain accurate and updated TUSM faculty database and archival records
- Provide administrative support to the Director and Program Manager for scheduling, event and office supply purchasing, and other tasks
- Track, reconcile, and organize monthly purchasing card expenses, as needed
- Prioritize and delegate administrative assignments to student temps as needed
- Contribute to ongoing OFA operational enhancements to better meet faculty and institutional needs

What We're Looking For

Basic Requirements:

- Bachelor's degree and three (3)+ years of related experience/training in a similar role.
- Excellent organizational and time management skills; ability to manage and systematize processes to ensure timely disposition while meeting multiple deadlines.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing; business/technical writing skills a must.

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- Exceptional professional judgement and responsiveness with significant responsibility for ensuring confidentiality of information.
- Excellent attention to detail and accuracy for data entry and quality assurance.
- Strong technical skills or ability to learn new systems quickly.
- Proficiency with common systems and computer application programs (i.e. Microsoft Outlook, Excel, Word, Adobe, etc.)
- Commitment to diversity, equity, and inclusion.

Preferred Qualifications:

- Additional certifications or master's degree in a related field.
- Familiarity with higher education, medical education, academic medicine, or related field preferred.
- Experience working within academic medicine and across a distributed model of academic partners.
- Experience or understanding of PeopleSoft, Interfolio, Taleo, and/or Canvas.
- Database management, development of migration experience.
- Website layout or content management skills.

Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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