

Administrative Coordinator - Urban and Environmental  
Policy and Planning  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=232015>

Downloaded On: Dec. 21, 2024 7:19am

Posted Feb. 28, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Administrative Coordinator - Urban and Environmental Policy and Planning
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20215?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20215?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

For five decades, the Department of Urban and Environmental Policy and Planning (UEP) has been a place where students, faculty, and the community work to turn vision into practice. UEP centers its mission around the intersection of planning, policy and social justice. We offer programs founded on an interdisciplinary approach focused on the intersection of urban, social, and environmental issues. In addition to our diverse course offerings, community practice and partnerships are integral to UEP. They represent a platform for engaged learning and research, enabling students and faculty to come together to develop innovative strategies for solving local and global challenges, and to build the pipeline of new policy and planning professionals.

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### What You'll Do

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. The Administrative Coordinator will handle complex and confidential situations and requests and serve as a primary resource for the department's students, staff, faculty and other constituents. The Administrative Coordinator will also handle the below duties:

- Oversee daily operations of the office, manage workflow and productivity, and provide direction and guidance to office student staff.
- Draft reports and other complex documents and materials—including proofreading, editing, and designing layout and graphics for brochures, presentations, and online media.
- Develop budgets for marketing and speaker series in collaboration with Senior Department Administration and University Marketing Staff.
- Plan meetings and special events (e.g., orientation, commencement, community building events), including contacting speakers, designing promotional material, and coordinating support for speakers and presenters.
- Coordinate or support other programs and/or projects for the department as needed.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma/GED and 5+ years of administrative experience OR a Bachelor's degree and 3+ years of experience
- Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge
- Bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills.

#### Preferred Qualifications:

- Experience with the following systems or suites: Canva, YouTube, Facebook, Drupal, Adobe Creative Suite, Canvas, Peoplesoft, Filemaker, WordPress

#### Special Work Schedule Requirements:

This is a hybrid position expected to be on campus at least 4-5 days each week during academic semesters, with the possibility of additional remote flexibility during the summer and winter breaks. The role may also need to work outside normal business hours as needed for planned meetings and events, including night and weekends.



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**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**

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