

Administrative Coordinator - English Department
Tufts University

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Posted Apr. 9, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator - English Department
Department	Department of English
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 9, 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/20384?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of English serves undergraduate students who are majoring and minoring in English and others taking our courses towards their BA. It also includes a graduate Ph.D. program and the First Year Writing Program, which serves the entire undergraduate population in Arts and Sciences. Our faculty includes a large number of part-time lecturers and Graduate Instructors.

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What You'll Do

Under limited supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. This position will handle complex and confidential situations and requests and serve in a highly visible capacity as a resource for the department with students, staff, faculty, and other constituents. The Administrative Coordinator will also handle the below duties:

- Help oversee the daily operation of the office, evaluating workflow and productivity and providing direction and guidance to student office staff.
- Produce reports and other complex documents and materials, including drafting, proofreading, and editing, and designing layout and graphics for brochures and presentations.
- Coordinate parts of the department budget to monitor, track expenditures, troubleshoot problems, and prepare reports.
- Gather data and statistics, create surveys, conduct research, and draft reports, summaries, or presentation material.
- Plan and coordinate meetings and special events, including contacting speakers, designing promotional material, and coordinating support for speakers and presenters.
- In collaboration with a faculty director, coordinate the department's Graduate Program and/or other projects for the department.

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:

- Event planning and/or communication-based/customer service work history
- Experience working in a higher education atmosphere
- Technologically inclined candidates

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Special Work Schedule Requirements:

This is a hybrid role expected to be on campus 3-4 days per week during the academic year. This position will work Tufts Commencement on one Sunday in May.

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