

Administrative Coordinator - Office of Institutional
Research
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=235335>

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Posted Apr. 29, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator - Office of Institutional Research
Department	Office of Institutional Research
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 29, 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/20436?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Institutional Research serves as the central data and analytics team for the Tufts University community. We provide accurate and timely information to stakeholders across the university, support informed planning and decision-making at all levels, and fulfill key external reporting requirements. We employ an innovative and resourceful staff with expertise in data analysis and survey research, who can communicate the results of their research clearly and effectively.

What You'll Do

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Under limited supervision, the Administrative Coordinator provides advanced administrative support and coordinates operations for the Office of Institutional Research. The Administrative Coordinator handles confidential situations, resolves problems and serves as primary resource for students, faculty staff and other constituents.

Essential Functions:

- Serves as highly visible resource for internal and external constituents; explains/enforces department policies and procedures; researches and resolves escalated problems or concerns and may communicate on behalf of managers. May monitor and request updates to website and work with marketing and communications team on communications projects and materials.
- Produces and edits complex documents, reports, spreadsheets and material for presentations. Responds to routine correspondence; prepares meeting agendas and minutes.
- Coordinates multiple calendars and schedules complex meetings and logistics that may include external groups/constituents.
- Oversees daily operations of department or business unit. Evaluates workflow, productivity and customer service. Oversees services from university departments to ensure technology, facilities, procurement and other needs are met.
- Oversees databases and file systems. Manipulates and audits data or requests data from other sources for reports for analysis.
- Coordinates plans and logistics for projects and larger scale events. Handles marketing and publicity, communication with speakers and coordination of venue. Tracks project timelines and deliverables.
- Monitors and tracks expenditures, researches and resolves problems, prepares reports, assists with assigned projections and works with department/unit leadership as needed. May assist with monitoring grants and contracts.
- Trains new support staff, students and temporary help. May provide direction, guidance and feedback on work performance. Prepares and monitors Human Resources and payroll transactions.
- Performs other duties as needed.

What We're Looking For

Basic Requirements:

- High school diploma/GED and 5+ years of administrative experience **OR** a Bachelor's degree and 3+ years of administrative experience
- Excellent knowledge of Word, Excel, PowerPoint, and other Microsoft Office programs.
- Ability to monitor financial transactions.
- Exceptional skills in written and oral communication, customer service, time management and interpersonal relations
- Ability to handle multiple tasks and meet deadlines, prioritize and follow through on projects, work independently on several projects of varying scope at the same time, and adapt to changing situations, demands, priorities, and procedures.
- Ability to work collaboratively with individuals at all levels of an organization
- A proven track record of sound judgment, to handle sensitive and confidential situations
- Exceptional organizational skills. Extremely detail-oriented.
- Demonstrated willingness and ability to learn new tools and techniques

Preferred Qualifications:

- Prior work experience in higher education
- Familiarity with WordPress or other website editing tool



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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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