

Administrative Coordinator - Office of the Dean Tufts University

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Downloaded On: Jun. 29, 2024 10:45am

Posted May 23, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator - Office of the Dean
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 23, 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/20513?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Undergraduate Education in the School of Arts and Sciences fosters student growth, empowerment, and success by advising, guiding, nurturing, and celebrating our students, and working with them and our faculty to solve problems so that students may successfully navigate the university. We focus on the academic aspect of students' lives at Tufts, providing information, advice, and support to help them successfully complete their degrees in a timely manner while ensuring that our students have an enriching and rewarding academic experience. To that end, we provide students with advising, academic support, direction, and accurate information. We also provide academic enrichment programs and opportunities so that students may reach their full potential and achieve their best. We collaborate with faculty and other departments to advocate for students and improve the academic experience for all students as well as the policies governing undergraduate study at Tufts.

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What You'll Do

Reporting to the Dean of Academic Advising and Undergraduate Studies, the Administrative Coordinator provides administrative support to several deans and other professional staff in a busy student services office and to the programs and initiatives they oversee, including ROTC, Health Professions Advising, and Summer Scholars, among others. The Administrative Coordinator will also handle the below duties:

- Manage the office
- Provide outstanding customer service to students
- Oversee payroll for staff and student workers
- Process financial paperwork
- Track budgets for various programs and funds overseen by the deans
- Provide administrative and logistical support for a few faculty committees
 - Organize meetings
 - Prepare documents
 - Process student academic records
 - Keep records for committee functions
 - Manage finances
- Coordinate logistics for two major events each year, Matriculation and Academic Awards
 - Coordinate with various event services (facilities, catering, audio-video, etc)
 - Prepare programs, scripts, and other documents for the event

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
- Proficiency in Microsoft Office, including Word, Excel, and Outlook
- bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills
- Good written and oral communication skills

Preferred Qualifications:

- Bachelor's degree
- 3+ years of administrative experience in a college or educational setting
- Dedication to serving and supporting a diverse student population, including students of diverse racial and ethnic backgrounds, students with disabilities, and students who do not conform to gender stereotypes
- Attention to detail, especially in submitting paperwork and keeping records
- Excellent communication skills; good writing skills; able to write email correspondence free of spelling and grammatical errors. Ability to proofread and edit brochures, letters, and other publications



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- Must be able to work independently, think on one's feet, and handle frequent distractions and interruptions

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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