

Department Administrator - History
Tufts University

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Posted May 30, 2024, set to expire Dec. 31, 2024

Job Title	Department Administrator - History
Department	History
Institution	Tufts University Medford, Massachusetts
Date Posted	May 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20543?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The study of history reveals the past, enlightens the present, and influences the future. Historians seek to understand how nations, societies, and individuals have lived and thought, and why they have behaved the way they did. Supplying the context that informs art, ideas and institutions, history illuminates all human experience.

What You'll Do

The Department Administrator serves as primary contact for the academic department representing its faculty and programs to university and external community. The Department Administrator will also

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handle the below duties:

- Act as a resource for students, faculty, staff, and other constituents.
- Oversee department administration, finances, and operations.
- Coordinate faculty, student and academic services.
- May supervise support staff, students and/or temporary employees.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 3+ years of related experience OR high school/GED and at least 5 years of related experience
- Position requires proficiency with Microsoft Word and Excel and excellent communication, time management, organizational and customer service skills
- Experience with financial management

Preferred Qualifications:

- Experience working in higher education
- Ability to implement new initiatives or business practices
- Analytical skills

Special Work Schedule Requirements:

This is a hybrid position, the specific schedule of which will be determined in conversation with the Department Chair. The expectation is to be on campus on a regular schedule during the academic semesters, with the possibility of additional remote flexibility during the summer and winter breaks.

Pay Range

Minimum \$31.90, Midpoint \$37.95, Maximum \$44.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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