

## Administrative Coordinator - Mathematics Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236938>

Downloaded On: Jun. 29, 2024 3:48pm

Posted Jun. 3, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Administrative Coordinator - Mathematics
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 3, 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/20556?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20556?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Tufts University is a student-centered research university dedicated to the creation and application of knowledge. The university is committed to providing transformational experiences for students and faculty in an inclusive and collaborative environment where creative scholars generate bold ideas, innovate in the face of complex challenges, and distinguish themselves as active citizens of the world.

The Mathematics Department at Tufts University has vibrant undergraduate and graduate programs, offering BA and BS degrees in Mathematics and Applied Mathematics, and MS and PhD degrees in Mathematics.

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We have an array of active student groups, department colloquia, and several weekly research seminars. Our faculty's research spans many areas of pure and applied mathematics, and we offer a wide array of courses at all levels.

### What You'll Do

Under minimal 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 resource for department with students, staff, faculty and other constituents. The Administrative Coordinator will:

- Oversee daily operation of office, evaluating workflow and productivity and providing direction and guidance to office staff.
- Produce and draft reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations.
- Coordinate department budget to include monitoring, tracking expenditures, troubleshooting problems and preparing reports.
- Gather data, conduct research and draft reports, summaries or material for presentation.
- Plan and coordinate meetings and special events, including contacting speakers, designing promotional material and coordinating support for speakers and presenters.
- May also coordinate programs and/or projects for department.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through 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:

- Proficient in Excel, Word, and Adobe
- Higher Education experience

#### Special Work Schedule Requirements:

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This is a hybrid position expected to be on campus three days a week.

### **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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