

**Administrative Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=238367>

Downloaded On: Jul. 3, 2024 5:16am

Posted Jul. 1, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator
Department	School of Dental Medicine's Office of Development and Alumni Engagement
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Human Resources Fiscal Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20652?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine's Office of Development and Alumni Engagement serves the Tufts Dental community with two distinct purposes:

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- 1.) To raise the necessary annual and capital funds for meeting the dental school's many academic, clinical, scientific and general institutional needs.
- 2.) To create and maintain strong relationships with the dental school's constituencies, including approximately 10,000 alumni, parents and friends and other relevant parties through stewardship, a comprehensive reunion program, various regional events and liaison activities with the Tufts University Dental Alumni Association.

What You'll Do

- 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 social media channels 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.

Specifically this role will have the following responsibilities

1. Project Management:

- Experience in event coordination and management, including post-COVID planning.
- Strong organizational skills, adhering to deadlines, and managing timelines
- Knowledge of procurement for contract management and vendor onboarding.
- Proficiency in data management, maintaining accurate records, and utilizing the CVENT platform and the Advance Database.
- Effective communication skills for coordinating invites, alumni communications, and managing sponsorships.
- Attention to detail in handling sensitive data and privacy concerns.

2. Meetings/Events:

- Experience in planning and executing in-person and virtual events.

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- Strong organizational skills, tracking tasks, and maintaining event information.
Ability to coordinate logistics, including AV needs, room reservations, menus, materials preparation, and other event-related tasks.
- Proficiency in event registration processes, attendee management, and deliverables.
- Recruitment and supervision of event volunteers.
- Proficient in organizing virtual events, tracking attendance, and integrating attendance information into databases.

3. Administrative Support:

- Attention to detail in invoice processing, reconciliation, and record-keeping.
Experience with expense management systems for reconciling reports, payments, and budgeting.
- Strong organizational skills for maintaining supply inventory, email management, and responding to inquiries.
- Proficient in calendar tools for scheduling, task management, and coordinating departmental activities.
- Ability to handle confidential information with discretion and escalate issues when necessary.

What We're Looking For

Basic Requirements:

- Knowledge & Skills as Typically Acquired Through High School/GED or 5 plus years of related experience.
- Advanced knowledge of Microsoft office suite.
- Ability to monitor financial transactions.
- Strong organizational and interpersonal skills.
- College degree may serve as a substitute for some years of experience

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

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applying for or inquiring about this job announcement.

Contact

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