

Administrative Coordinator - School of Dental Medicine
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=238510>

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

Job Title	Administrative Coordinator - School of Dental Medicine
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20668?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

What You'll Do

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. S/he will handle complex and confidential situations and requests and serve in a highly visible capacity as a resource for department with students, staff, faculty and other constituents. Produces and drafts reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations. Coordinates department budget to include monitoring, tracking expenditures, troubleshooting problems and preparing reports. Will also gather data, conduct research and draft reports, summaries or material for presentation. S/he will plan and coordinate meetings and special events, including contacting speakers, designing promotional materials, and coordinating support for speakers and presenters. May also coordinate programs and/or projects for department.

Essential Functions in this role will be:

Provides advanced administrative support and oversees office operations:

- Provides advanced level administrative support
- Oversees daily operation of admin office; track status on ongoing matters and follow up as required
- Evaluates workflow and reallocates resources and/or redesigns processes to meet office needs and customer service
- Oversees and evaluates office automation and information technology needs
- Schedules appointments and maintains a complex calendar

Serves as primary graduate clinic contact for customers:

- Serves in a highly visible capacity as resource for department including frequent interactions with internal and external customers
- Triage phone calls and prioritizes mail; briefs Program Directors/Chair on issues needing immediate attention
- The individual will have direct interaction with various customers – faculty, staff, students and patients; must be able to be the first line resource trouble shooting resolutions prior to escalation to Program Directors or Department Chair
- Explains and enforces department policies and procedures
- Researches and resolves customer problems and concerns
- Escalates emergencies, and other time sensitive issues
- Prepares, facilitates and manages highly confidential communications and information

Produces and drafts reports and other complex documents and materials:

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- Prepares and drafts letters, memos, meeting minutes, reports, syllabi, brochures, newsletters and other material for department
- Proofreads and edits documents
- Gathers data and organizes information
- Creates and maintains spreadsheets and databases and prepares reports, tables and charts.
- Drafts reports or summaries on specific subject areas

Plans and coordinates Meetings or Special Events:

- Assist in planning events including coordinating room, invitations, ordering food and sending out appropriate communications.
- Plans dates, design invitations, determines venue, coordinates materials, audio visual or other set-up needs
- Responsible for coordinating and submitting travel reports for Faculty in the department
- Contact speakers or presenters, if appropriate arranges for payment or honorarium
- Coordinates logistics on-site during event or program

Coordinates department finances:

- Tracking/Coordinating Faculty and Resident time-keep
- Oversees department spending and resolves problems
- Assists with long term planning and expenditures
- Works with school finance division

General and Administrative:

- All other projects as requested at the request of the Department Program Director or Chair.

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 experience.
- Requires advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge.
- In addition, bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills.
- Individual must have excellent communication and interpersonal skills to handle the high volume of patients and students that come through the office.

Preferred Qualifications:

- Experience in a health care setting



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Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

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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