

Administrative Coordinator
Tufts University

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Posted Jul. 9, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator
Department	The Fletcher School
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20681?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933 Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations. The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible. We are also committed to increasing the diversity of our administrative staff and we support work-life balance. Members of under-represented groups are strongly encouraged to apply.

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What You'll Do

The Administrative Coordinator performs a wide range of complex activities that support the business operations, fiscal administration, teaching and research degree-programs or centers. The Coordinator directly supports a portfolio of Fletcher faculty members and/or staff and acts a central source of information and problem solving. This is fast-paced environment and the individual will handle multiple tasks simultaneously.

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and coordinates operations for the department. Handles complex and confidential situations, resolves problems, and serves in a highly visible capacity as a primary resource for students, staff, faculty, and other constituents.

The Administrative Coordinator will do the following:

- Coordinate meetings for multiple stakeholders and arrange logistics that may include external groups/constituents.
- Oversee daily operations of an office or area and provide administrative support to other Fletcher departments as assigned; oversee services from university departments to ensure technology, facilities, procurement, and other needs are met.
- Coordinate plans and logistics for meetings, projects, and larger scale events including but not limited to: handling of marketing and publicity, coordination of venue, arranging catering, communication with speakers, making of travel arrangements, and oversight of setup and breakdown. Track project timelines and deliverables.
- Make purchases, initiate requisitions, reconcile expenses, and request payment of invoices. Prepare expense reports, request reimbursements of 3rd party expenses, and monitor and track expenditures. Research and resolve problems and assist in compiling financial reports. Assist with assigned projections and work with faculty and department/unit leadership as needed.
- Respond to routine correspondence.
- Using content provided by leadership or faculty, produces and drafts reports, documents, presentations and other materials, including proofreading and editing, designing layout and graphics.
- May also coordinate programs and/or projects for department.

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What We're Looking For

Basic Requirements:

- High school diploma and 5+ years of administrative experience or college degree and 3+ years of experience
- Advanced knowledge of Microsoft Office suite
- Ability to monitor financial transactions
- Strong organizational and interpersonal skills
- Problem solving and critical thinking skills
- Ability to develop and maintain record keeping systems and procedures
- Highly professional while working productively and independently on projects/assignments
- Ability to work independently with limited supervision
- Ability to make coherent and appropriate decisions in a timely manner
- Strong work ethic--commits to integrity and performs duties with diligence
- Detail oriented
- Ability to take initiative
- Ability to maintain confidentiality

Preferred Qualifications:

- BA/BS attained from an accredited institution
- Knowledge of Tufts Systems
- Knowledge of basic finance, accounting, budgeting, and cost control procedures a plus
- Knowledge of contracting process and associated local, state, federal, and other regulations

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.



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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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