

Administrative Coordinator - Biology Tufts University

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Posted Jul. 22, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator - Biology
Department	Department of Biology
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20725?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Tufts Department of Biology is dedicated to providing for our students a unified and comprehensive view of biological processes and opportunities for undergraduates to actively participate in cutting-edge biological research in molecular biology, cell biology, genetics, physiology, plant ecology, animal behavior, and conservation biology. The Department of Biology maintains an active research and teaching program on the Medford campus and in various field locales, and trains and advises graduate and undergraduate students as well as post-doctoral fellows.

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 by 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

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Preferred Qualifications:

- Experience in higher education
- Experience with faculty affairs

Special Work Schedule Requirements:

This is a hybrid position expected to be on campus at least 4 days each week.

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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