

Administrative Coordinator  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=241786>

Downloaded On: Dec. 21, 2024 11:48am

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

<b>Job Title</b>	Administrative Coordinator
<b>Department</b>	Registrar's Office
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 22, 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/20751?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20751?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Registrar's Office is imbedded within the Office of Student Affairs (OSA) of the Tufts University School of Medicine. The Office of Student Affairs is responsible for all enrollment management, student, advisors and Coach support services. The two offices provide a number of services to over 850 students, 400+ faculty members, the TUSM clinical affiliates, Maine Track and TUSM academic and administrative offices. The OSA oversees the coordination of the clinical curriculum, manages the career advising and residency application process for medical students, plans and executes many events including orientation programs for 1st, 2nd, 3rd and 4th -year students, White Coat ceremony, Match Day and Commencement activities. The Registrar's Office is responsible for the management of the administrative student information systems, annual registration, administration of the Visiting Clerkship Program, the annual clerkship scheduling processes, clerkship director meetings, the Student Ethics and Promotions Committee, the annual publication of the clerkship catalogs, 3rd Year

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Orientation Guide and the Clerkship Director Guides. The Registrar's Office also helps support all OSA events.

### What You'll Do

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. Serving as the primary contact to graduates assisting with completion of degree verifications, licensing, credentialing, etc. They 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. Produces and drafts reports and other complex documents and materials, including proofreading and editing. Will also gather data, conduct research and draft reports, summaries or material for presentations. They will plan and coordinate meetings. May also coordinate programs and/or projects for department.

Provides advanced administrative support and oversees office operations:

Provide back up and support to the primary National Board of Medical Examiners exam administrator. (e.g. creates exam schedule, orders exams, issues payments, proctors exams, creates rosters, books exam rooms, certifies exam rooms, coordinates with Maine staff, download, distribute, imports results, coordinates proctors, arranges exam for examinees with approved accommodations, schedules retakes. Will be an adept user of the NBME Proctor workstation. There are approximately 60 exam administrations/year.

- Orders and assists in the administration of the NBME Customized Assessment exams and the Comprehensive Basic Science Exams for 1st and 2nd year students. Communicates and coordinates with the Office of Educational Affairs.
- Completes requests for certification of medical education for graduates including state licensure, hospital privileges, medical societies, transcripts, MSPEs, diplomas, degree verifications, orders and ships replacement diplomas.
- Assists graduates applying for medical licensure in foreign countries.
- Supports fellowship application process.
- Serves as Notary Public resource

Serves as primary department contact for customers:

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- Serves in a highly visible capacity as resource for department including frequent interactions with internal and external customers; communicates on behalf of Dean of Students, Associate Dean of Students, Assistant Dean for Student Enrollment/Registrar and Assistant Registrar to explain or disseminate information.
- 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.
- Provides instructions and guidance on medical education verification process to graduating seniors.
- Serves as department contact for BORIM; serves as point of contact for varying state licensing portals.  
Produces and drafts reports and other complex documents and materials:
- Documents and coordinates the archiving of graduate files as necessary; also coordinates with DCA to retrieve files.
- Tracks diploma names changes; assists graduates with the replacement diploma process: verification of degree/diploma style, order, send, track. Older graduate diplomas are more complex.

### Plans and coordinates Meetings or Special Events:

- Assists with preparation for the annual May Commencement. Timing is from November until May and includes sending out mailings to the senior class as well as ordering regalia for students. Negotiate with regalia vendor, review orders for accuracy and track the POs. Collects accurate diploma names from seniors, orders diplomas/diploma covers, proofs diplomas and prepares them for Commencement. Arranges for shipping diplomas and other commencement supplies to Medford. Mails diplomas as necessary. Coordinates with the Graduate School of Biomedical Sciences staff.
- Creates graduation list and memo for the Dean's office.
- Coordinates the accurate distribution of diploma pdfs to graduates after commencement.

### Program or Project Coordination:

- Coordinates with PHPD on a semester basis in obtaining the MD/MPH program students course registrations and grades and updates StuART accordingly
- Assists with coordinating the annual registration requirements for all 4 classes in Canvas (e.g. Mask fit, HIPAA, Universal Precautions, etc.). Assists with updates to Resource and Core Clerkship Canvas pages.
- Assists with 1st Year Orientation and start of school requirements

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- Assists with the annual Medical Student Performance Evaluation process
- Create and maintain the class elists
- Understands the process for running a transcript from SIS
- Troubleshoots problems: refers complex questions or concerns to the correct individual
- Provides back up coverage for phone, mail, walk in traffic
- Other duties as assigned

### 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 Requires advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge. In addition, must have excellent organizational and interpersonal skills.  
Additional Preferred Experience, Education, etc.

#### Preferred Qualifications:

- Knowledge of Microsoft office suite and Student Information Systems is required as are excellent communication and presentation skills, ability to work effectively with diverse populations, ability to manage competing demands, excellent problem-solving skills, and ability to work independently and as part of a team.
- Flexibility and demonstrated competence to assess priorities, manage a variety of activities in a time-sensitive environment, and meet competing deadlines with attention to detail and quality. Strong interpersonal and written/verbal communication skills. Ability to interact professionally with all levels of students, staff and faculty. Position involves dealing with confidential information, must exercise appropriate discretion.

#### Schedule:

- Required to work occasional evenings and weekends in preparation for and at school events such as Orientation, Registration, clerkship scheduling meetings, White Coat Ceremony, Commencement, MSPE preparation, class meetings.



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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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