

## Administrative Coordinator - Economics Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=241846>

Downloaded On: Jul. 27, 2024 12:09pm

Posted Jul. 23, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Administrative Coordinator - Economics
<b>Department</b>	Department of Economics
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20724?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20724?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Department of Economics is one of the largest departments in Arts and Sciences, and Engineering. It has twenty-four full-time faculty, approximately fourteen part-time faculty, a large undergraduate program, graduate program, and PhD program. Office staff assist with student questions, with management of the undergraduate and graduate program and with other essential department activities. The graduate program has doubled in size in the past eight years, and we anticipate more growth in the future.

## Administrative Coordinator - Economics Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=241846>

Downloaded On: Jul. 27, 2024 12:09pm

Posted Jul. 23, 2024, set to expire Dec. 31, 2024

### 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

#### Special Work Schedule Requirements:

- This is a hybrid role. The position is 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.

**Administrative Coordinator - Economics  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=241846>

Downloaded On: Jul. 27, 2024 12:09pm

Posted Jul. 23, 2024, set to expire Dec. 31, 2024

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

,