

Department Administrator - Music Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=242664>

Downloaded On: Aug. 10, 2024 7:20am

Posted Aug. 2, 2024, set to expire Dec. 31, 2024

Job Title	Department Administrator - Music
Department	Department of Music
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20795?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts Department of Music is a vibrant musical community with courses in music history and theory, ethnomusicology, composition, and performance. The department offers many courses for non-majors, an undergraduate major, and master's degrees in composition, ethnomusicology, and musicology. With over a dozen ensembles, the department produces over 180 events a year. The Perry and Marty Granoff Music Center includes a 300-seat recital hall, music library, classrooms, offices, world music room, multi-media lab, seminar room, studios, practice rooms, large and small rehearsal rooms, and offices. Outreach activities include our Community Music Program, a series of children's concerts, mentoring programs in local schools, and an afternoon Sunday Community Concert Series.

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What You'll Do

The Department Administrator serves as the primary contact representing the department, its faculty and programs to the university and external community. The Department Administrator will be a resource for students, parents, staff and other constituents, oversee office operations and workflow and supervise administrative staff, student and temporary employees. This position also:

- Oversees information technology, purchasing and building/space needs for department
- Compiles and analyzes data
- Prepares reports
- Helps write department newsletters, bulletins and maintain web sites
- Manages complex budgets and grants
- Plans department events, lectures and seminars
- Manages support for student and academic services and faculty search and promotion processes

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 3+years of related experience or high school/GED and at least 5 years of related experience
- Proficiency with Microsoft Word and Excel and excellent communication, time management, organizational and customer service skills
- Experience with financial management

Preferred Qualifications:

- Experience working in higher education is preferred as is the ability to implement new initiatives or business practices; analytical skills are desirable.

Special Work Schedule Requirements:

May require occasional weekend or evening work.

Pay Range

Minimum \$32.40, Midpoint \$38.50, Maximum \$44.70



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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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