

## Department Administrator - Music Tufts University

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

Downloaded On: Oct. 7, 2024 1:52am

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

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

### 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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