

Administrative Coordinator - Office of Government and
Community Relations
Tufts University

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Downloaded On: Nov. 23, 2024 5:36am

Posted Aug. 8, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator - Office of Government and Community Relations
Department	Office of Government and Community Relations
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20824?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Government and Community Relations (GCR) at Tufts University plays a crucial role in cultivating, fostering, and managing relationships with our host communities: Boston, Grafton, Medford, and Somerville. Our mission is to cultivate and sustain positive relations through partnerships that align with the goals of both the university and our host communities, ensuring mutual benefit.

As the primary liaison between the university and its surrounding communities, GCR engages with neighbors, government officials, public schools, nonprofit organizations, and other key stakeholders. Our department addresses resource requests, resolves community concerns, and seeks opportunities to build strong, collaborative partnerships.

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GCR also supports and advises various university schools, departments, and divisions in their interactions and programs that benefit our host communities. We manage multiple communication channels that strengthen ties between the campus and the community. Our commitment to being a responsible neighbor and mission driven organization guides all our activities.

What You'll Do

Under minimal supervision, the Administrative Coordinator performs advanced and diverse administrative duties for the department, serving as a vital resource for students, faculty, staff, and other constituents. The Coordinator will provide expert guidance on departmental policies and procedures and university resources, often communicating on behalf of senior management to explain or disseminate information. Key responsibilities include:

Database and Systems Management: Oversee and maintain the office's Salesforce Customer Relationship Management (CRM) database and digital file systems, ensuring data accuracy and integrity. Manipulates and audits data or requests from other sources for reports and analysis.

Calendaring: Coordinates multiple calendars and schedules complex meetings and logistics that may include external groups/constituents.

Operations: Supports daily operations of department, monitoring space, facility and supply needs. Evaluates workflow, productivity and customer service. Coordinates services from university departments to ensure technology, facilities, procurement and other needs are met.

Frontline Communication: Manage the department's phone lines and general inbox, responding to inquiries promptly, resolving when possible, or directing them to the appropriate staff members as necessary.

Event Coordination: Plan and execute complex logistics for meetings and special events, including booking spaces, coordinating equipment rentals and layout, catering, managing invites and RSVPs, and liaising with community partners, internal departments and vendors. Attends department sponsored meetings and support key logistics including, but not limited to set-up, check in, and event break-down.

Administrative Support: Produce, proofread, and edit sophisticated reports, documents, and spreadsheets. Support data collection and recording efforts of the department.

Financial Support: Provides support for sponsorship request program and grant administration, requesting checks and monitoring grant applications, awards and denials.

Project Management: As assigned, lead departmental projects and programs, including developing program materials, updating web content, and enhancing the department's digital presence. Tracks project timelines and deliverables.



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What We're Looking For

Basic Requirements:

- High school education and 5+ years of administrative experience or college degree and 3+ years of experience. Advanced knowledge of Microsoft office suite
- Administrative or office support experience
- Strong organizational, interpersonal and communication skills (written and verbal)

Preferred Qualifications:

- Excellent customer service or constituent relations skills
- Demonstrated ability to be detail-oriented and handle multiple projects concurrently
- Flexible approach to work, positive attitude, enthusiasm for relationship building
- Experience with a constituent database or customer relationship management (CRM) system such as salesforce
- Experience in higher education, government relations, non-profit, or municipal settings a plus

Special Work Schedule Requirements:

- Occasional travel between campuses and occasional weekend responsibilities.

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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