

Administrative Coordinator Tufts University

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Posted Aug. 13, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Coordinator
Department	Fletcher School
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 13, 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/20841?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933 Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations.

Established in 1981, the Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy is the only graduate and professional school of nutrition in North America. Its mission is to improve the nutritional well-being of people worldwide through the creation of new knowledge, the application and dissemination of evidence-based information and the education and training of future leaders in the field.

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What You'll Do

The Administrative Coordinator will perform a wide range of complex activities that support the business operations, fiscal administration, teaching and research centers. The Coordinator will directly support the following:

- The financial activities of the Leir Institute for Migration and Human Security
- A small a portfolio of Friedman School primary faculty (approximately five) and provide general administrative support to the school's Business Operations team
- Coordinate event logistics for Friedman including but not limited to support the Friedman School weekly speaker series during the academic year
- Both Fletcher and Friedman are fast-paced environments and the individual will handle multiple tasks simultaneously.

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and coordinates operations. The individual handles complex and confidential situations, resolves problems, and serves in a highly visible capacity as a primary resource for students, staff, faculty, and other constituents.

The Administrative Coordinator will do the following:

- (Friedman) Provide general administrative support to a portfolio of faculty. Coordinate meetings for multiple stakeholders and arrange logistics that may include external groups/constituents.
- (Friedman) Coordinate plans and logistics for meetings, projects, and larger scale events including but not limited to: handling of marketing and publicity, coordination of venue, arranging catering, communication with speakers, making of travel arrangements, and oversight of setup and breakdown. Track project timelines and deliverables.
- (Leir) Make purchases, initiate requisitions, reconcile expenses, and request payment of invoices. Prepare expense reports, request reimbursements of 3rd party expenses, and monitor and track expenditures. Research and resolve problems and assist in compiling financial reports. Assist with assigned projections and work with faculty and department/unit leadership as needed.
- (Leir) Respond to routine correspondence.
- (Leir) Using content provided by leadership or faculty, produces and drafts reports, documents, presentations and other materials, including proofreading and editing, designing layout and graphics.
- May also coordinate programs and/or projects for department.

Position will support the Leir Institute 60% and Friedman 40% and will report to report to the Director of Administration and Business Operations at Fletcher. This position will be hybrid with the expectation that it will be in person two days a week and remote for three. The in-office schedule will need to be flexible to accommodate events at Friedman.

What We're Looking For

Basic Requirements:

- High school diploma and 5+ years of administrative experience or college degree and 3+ years of experience

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- Advanced knowledge of Microsoft Office suite
- Ability to monitor financial transactions
- Strong organizational and interpersonal skills
- Problem solving and critical thinking skills
- Ability to develop and maintain record keeping systems and procedures
- Highly professional while working productively and independently on projects/assignments
- Ability to work independently with limited supervision
- Ability to make coherent and appropriate decisions in a timely manner
- Strong work ethic--commits to integrity and performs duties with diligence
- Detail oriented
- Ability to take initiative
- Ability to maintain confidentiality

Preferred Qualifications:

- BA/BS attained from an accredited institution
- Knowledge of Tufts Systems
- Knowledge of basic finance, accounting, budgeting, and cost control procedures a plus
- Knowledge of contracting process and associated local, state, federal, and other regulations

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