

Department Administrator - School of Arts and Sciences  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=243743>

Downloaded On: Dec. 22, 2024 1:02am

Posted Aug. 27, 2024, set to expire Jan. 9, 2025

<b>Job Title</b>	Department Administrator - School of Arts and Sciences
<b>Department</b>	Department of Studies
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Aug. 27, 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/20887?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20887?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Department of Studies in Race, Colonialism, and Diaspora (RCD) offers seven possible areas of concentration: Africana Studies, American Studies, Asian American Studies; Colonialism Studies; Latinx Studies; Native American and Indigenous Studies; and Race, Colonialism, and Diaspora Studies. Our programs engage the critical, comparative, and interdisciplinary analysis of societies and cultures in the United States and around the world. The RCD department offers rigorous, scholarly curricula for the study of race, colonialism, transnational migration, and struggles for social justice and cultural sovereignty, with attention to class and other kinds of social difference and hierarchy.

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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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