

Senior Administrative Coordinator - Chemistry Tufts University

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Posted Sep. 3, 2024, set to expire Jan. 13, 2025

Job Title	Senior Administrative Coordinator - Chemistry
Department	Department of Chemistry
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 3, 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/20900?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Chemistry at Tufts University provides a supportive environment for undergraduate students, graduate students, and postdoctoral scholars to learn fundamentals, explore exciting topics in modern chemistry, and to participate in cutting-edge research. The Department of Chemistry has garnered world-wide recognition as a leader in teaching and research. We offer students the facilities and research opportunities of a top-tier research institution, while retaining the student-centered training focus of a smaller institution. Research in the department encompasses the traditional disciplines of organic, inorganic, physical, and analytical, physical, and computational chemistry, as well as chemistry education, with many interdisciplinary but most research projects reflect the interdisciplinary nature of modern chemical research.

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What You'll Do

Under minimal supervision, the Senior Administrative Coordinator applies advanced knowledge and skills to provide support for students and faculty in the Department of Chemistry and play a lead role in coordinating operations for one or more departments or business units. Responsibilities of the Senior Administrative Coordinator include:

- Serves as the primary coordinator for the undergraduate and graduate programs, answering student queries and working with faculty to administrate and improve the programs.
- Play a lead role in coordinating operations including faculty and staff searches and departmental events including recurring meetings, seminars, and symposia.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a High School/GED and 7+ years' experience
- College degree may serve as a substitute for some years of experience
- Advanced knowledge of all features of Microsoft office suite
- Experience coordinating financial transactions and working with restricted funding sources
- Advanced organizational, interpersonal and leadership skills.

Preferred Qualifications:

- Experience working in higher education is preferred
- The ability to implement new initiatives or business practices Analytical skills are desirable

Special Work Schedule Requirements:

This job involves responsibilities that are performed in an on-site and hybrid working environment. Associated positions' flexible work category designations are based upon the business unit's operational needs. This is a hybrid position expected to be on campus at least 3 days each week.

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Pay Range

Minimum \$29.40, Midpoint \$35.00, Maximum \$40.60

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