

Administrative Coordinator - School of Engineering Tufts University

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Downloaded On: Sep. 13, 2024 12:17pm

Posted Sep. 5, 2024, set to expire Jan. 18, 2025

Job Title	Administrative Coordinator - School of Engineering
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 5, 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/20910?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Engineering Dean's Office supports the School of Engineering's administration in serving our students, faculty, and staff. Our leadership empowers the Tufts engineering community to improve the world through the advancement of science, technology, and engineering.

What You'll Do

Under minimal supervision, the Administrative Coordinator provides advanced administrative support for the Dean of Undergraduate Education, the Dean of Research and the School of Engineering Diversity, Equity, Inclusion and Justice efforts. Primarily supporting the the Dean of Undergraduate Education, this position will serve a range of functions, particularly event planning, logistics and committee support related to Undergraduate Education, Research, and Institutional Inclusive Excellence. Other tasks may include data collection and reporting, placing orders, minor bookkeeping,

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timekeeping and supervision of student workers, calendar management for the Deans, and front office reception in the Office of the Dean as needed. May also complete other support-level tasks upon request for the Office of the Dean of the School of Engineering.

Advanced administrative support for the Dean of Undergraduate Education:

- Manages calendar and schedules meetings
- Supports school committees, namely the School of Engineering Curriculum Committee (SOECC) and the Outcome and Assessment Committee (OAC) including scheduling meetings, room and A/V set-up, ordering catering (as needed) and taking minutes.
- Plans and provides on-site logistical support of events overseen by the Dean of Undergraduate Education, such as Engineers Week events and Order of the Engineer ceremonies.
- Coordinates travel for external visitors and speakers, arranges honorarium and/or reimbursement payments.
- Processes reimbursement requests related to the School's introductory courses.
- Tracks expenses for Dean's Office Undergraduate Education initiatives
- Tracks and processes invoices for annual membership and license fees related to school-wide memberships such as ASEE and ABET.
- Implements Dean's Fund disbursement process.
- Supports Engineering Student Council (ESC) events, ordering supplies and assisting with logistics as needed
- Obtains and maintains reports from the National Council of Examiners for Engineering and Surveying related to Tufts students and alumni performance on the Fundamentals of Engineering exam and Professional Engineering exam.
- Maintains the public reporting of summary enrollment data required to ensure compliance with current ABET policy.
- Provides administrative support for periodic ABET re-accreditation. This requires substantial planning and activity every six years as well as support of any interim action necessary to maintain the accreditation.
- Other tasks as assigned by the Dean of Undergraduate Education

Administrative support for the Dean of Research:

- Manages calendar and schedules meetings
- Plans and provides on-site logistical support of events overseen by the Dean of Research faculty meet and greets and research-related meetings as needed.
- Other tasks as assigned by the Dean of Research.

Event support for the Engineering School's Diversity, Equity, Inclusion and Justice (DEIJ) efforts:

- Plans and provides on-site logistical support of DEIJ events for the School of Engineering Examples include the DEIJ Colloquia and DEIJ Forums.
- Supports the School DEI Committee, including scheduling meetings, room and A/V set-up, ordering catering (as needed) and taking minutes.
- Processes and tracks expenses for all DEIJ initiatives

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Survey support for School of Engineering

- Produces surveys and reports necessary for the US News & World Report Best Graduate Programs Survey.
- Produces surveys and reports necessary for completion of the ASEE annual survey.

General Engineering Dean's Office support

- Provides back-up reception in the Office of the Dean – greet visitors, field phone calls, etc
- Delegates tasks and provide guidance to student workers. May directly hire and supervise student workers as needed for events
- Manages timekeep for exempt-level staff in the Dean's Office; Backup timekeep manager for non-exempt staff and student workers
- As needed, provides backup calendar support for the Dean of Engineering and Executive Administrative Dean.

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- High school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of experience .
- Requires advanced knowledge of Microsoft Office suite including word processing, editing and spreadsheet knowledge.
- Experience in event planning for meetings as well as virtual and larger-scale events. In addition, bookkeeping or basic accounting knowledge, problem-solving and critical thinking skills, and excellent written, organizational and interpersonal skills.

Preferred Qualifications:

- Bachelor's degree
- Previous higher education experience
- Knowledge of Tufts systems a plus

Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80



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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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