

Administrative Coordinator
Tufts University

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Posted Sep. 16, 2024, set to expire Jan. 26, 2025

Job Title	Administrative Coordinator
Department	Department of Public Health and Community Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 16, 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/20940?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Public Health and Community Medicine is situated within Tufts University School of Medicine located on the Boston Campus. It has 70 faculty and staff which are involved in a number of graduate programs (including the Public Health Program), and actively involved with a broad range of research grants and projects.

Reporting to the department manager and under minimal supervision, the Administrative Coordinator serves in a highly visible capacity as a resource for the department, chiefly supporting the department chair, the public health program director, faculty, staff and students. This full-time position is tasked with many responsibilities and plays a principal role in the daily operational success of the department.

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Working closely with the department manager and the public health program staff, this position is for a team-player who is able to balance multiple tasks all while meeting deadlines and being highly responsive to all employees, students and outside vendors. This position would be for someone who truly enjoys supporting others, solving problems, observing details, creating flyers/communications, coordinating events, working independently and assuring all tasks are done in a timely manner.

This position is primarily in-person, with the expectation of 3-4 days on campus and 1-2 days remote, depending on the ongoing needs of the department.

What You'll Do

This position requires excellent customer service, written and verbal communication skills and fluency in the Microsoft Office suite (Excel, Outlook, Word, PowerPoint). Applicants must be task orientated, have attention to detail, be a problem solver, time manager and be willing to learn multiple platforms related to onboarding of student workers, honoraria/invoice/credit card payments, event registration collection, and faculty appointments. Must have ability to coordinate and manage on-campus events and computer intelligence to support hybrid meetings. Looking for a team player who is willing and excited to support the various needs of faculty, staff, and students in a busy department.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through the completion of High School and 5+ years of administrative service or a Bachelor's Degree and 3+ years of administrative service
- Intermediate-computer skills (Excel, Word, Outlook)
- Excellent customer service skills
- Excellent attention to detail and organizational skills
- Excellent communication skills
- Reliable internet access when working from home

Preferred Qualifications:

- Supports the department chair with disseminating information, calendar management, annual faculty reviews, credit card reconciliation, faculty appointments, meeting minutes

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- Supports the public health program director with program projects
- Responds to inquiries/requests and provides information to faculty, staff, students and other constituents via phone and email
- Coordinates advertising, technology and food for meetings/events such as public health faculty meetings, research seminars and department seasonal events
- Onboards student workers and functions as a timekeeper for the department
- Provides administrative support to centers and groups which faculty are involved
- Provides travel and onboarding support to guest speakers and new hires
- Creates and updates department manuals, files and trackers
- Submits and manages work order requests for facilities
- Oversees routine office tasks: mail, supplies, upkeep of the department kitchen and common areas

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