

Senior Administrative Coordinator Tufts University

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Posted Oct. 2, 2024, set to expire Feb. 14, 2025

Job Title	Senior Administrative Coordinator
Department	Graduate School of Arts and Sciences
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20994?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

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Overview

The Graduate School of Arts and Sciences (GSAS) Dean's Office supports the vision and strategy of the Graduate Dean and strives to create an intellectually engaging experience for the graduate students. The office interacts with all administrative units that touch graduate students, including academic affairs, admissions, student affairs, and alumni development. The office oversees the admission of students to all graduate degree programs, awards scholarships, fellowships, and teaching assistantships in consultation with academic departments, and reviews academic standing and policies governing all graduate students in Arts and Sciences. The office also oversees curriculum changes across and development of new graduate programs, as well as develops and implements Academic and professional development programs for graduate students.

What You'll D

Under minimal supervision, the Senior Administrative Coordinator applies advanced knowledge and skills to support the advising and student-facing activities of GSAS, putting into practice the vision set by GSAS's Assistant Dean. The Senior Administrative Coordinator will:

- Develop advising protocols and provide direct advising requirements for certificate, part-time, and post-baccalaureate students as needed.
- Provide administrative support to the Directors of Program Development and Post-Baccalaureate Programs.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a High School/GED
- 7+ years
- 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:

- Bachelor's degree preferred

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- 2-3 years of experience in an educational, non-profit, or corporate setting
- Demonstrated ability to manager multiple projects/tasks with thorough attention to detail and consistency
- Experience working in higher education and/or with an adult/graduate student population

Special Work Schedule Requirements:

This job involves responsibilities that are performed in an on-site and hybrid working environment, and is expected to be on campus at least 3-4 days each week. Associated positions' flexible work category designations are based upon the business unit's operational needs.

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