

Administrative Coordinator
Tufts University

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Posted Oct. 4, 2024, set to expire Feb. 16, 2025

Job Title	Administrative Coordinator
Department	School of Engineering
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20983?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The School of Engineering's undergraduate and graduate deans are here to support students, faculty, and staff. As [An Engine for Good](#), our leadership empowers the Tufts engineering community to improve the world through the advancement of science, technology, and engineering.

What You'll Do

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Under limited supervision, provides advanced administrative support and coordinates operations for department or business unit. Handles confidential situations, resolves problems and serves as primary resource for students, faculty staff and other constituents.

Under the direction of supervisor/manager:

- Serves as highly visible resource for internal and external constituents; explains/enforces department policies and procedures; researches and resolves escalated problems or concerns and may communicate on behalf of direct managers. Work with marketing and communications team on communications projects and materials.
- Produces and edits complex documents, reports, spreadsheets and other material for presentations. Responds to routine correspondence; prepares meeting agendas and minutes. Coordinates multiple calendars. Schedules complex meetings and logistics that may include external groups/constituents.
- Oversees daily operations of department or business unit. Evaluates workflow, productivity and customer service. Oversees services from university departments to ensure technology, facilities, procurement and other needs are met.
- Oversees databases and file systems. Manipulates and audits data or requests data from other sources for reports for analysis.
- Coordinates plans and logistics for projects and larger scale events. Handles marketing and publicity, communication with speakers and coordination of venue. Tracks project timelines and deliverables.
- Monitors and tracks expenditures, researches and resolves problems, prepares reports, assists with assigned projections and works with department/unit leadership as needed.
- Trains new support staff, students and temporary help. May provide direction, guidance, and feedback on work performance.
- Performs other duties as needed.

What We're Looking For

Basic Requirements:

- Knowledge & Skills as Typically Acquired Through High School/GED and 5 plus years of related experience
- Advanced knowledge of Microsoft office suite.
- Ability to monitor financial transactions.
- Strong organizational and interpersonal skills.

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- College degree may serve as a substitute for some years of experience

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