

Faculty Affairs Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=246527>

Downloaded On: Jan. 19, 2025 12:11pm

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

Job Title	Faculty Affairs Coordinator
Department	
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)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21004?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Under general supervision, provides advanced administrative support and coordination for the Department of Computer Science's faculty. Over the past 10 years, the CS department's core faculty has doubled (currently at 36 faculty members) and the number of part-time lecturer, adjunct, and secondary appointments has grown exponentially.

This position will handle complex and sometimes confidential situations and requests and serve in a highly visible capacity as a resource for faculty, staff, and other constituents from within and outside of the department.

Faculty Affairs Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=246527>

Downloaded On: Jan. 19, 2025 12:11pm

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

What You'll Do

Essential Functions

- Responds to various inquiries, handling issues and providing relevant information to faculty, staff, and other constituents.
- Manages logistics for faculty searches, from filing paperwork with the Dean's Office and posting advertisements to coordinating all facets of multiple finalist visits (e.g., booking travel, managing candidate itineraries, facilitating room reservations throughout each visit, assisting with setup for each guest's research talk, etc.)
- Serves as point person for all faculty reviews, including tenure and promotion cases. Tasks include setting meeting dates; disseminating confidential review materials; collecting votes, signatures, other materials; coordinating cases with School-level personnel; and ensuring that the department abides by documented procedures for each type of review and meets required deadlines.
- Coordinates appointments of all part-time faculty, managing their contracts and payment.
- Communicates department and school policies as needed.
- Coordinates appointments for all adjunct, secondary, and visiting faculty, ensuring that the department abides by school policies and deadlines. Drafts reappointment request memos for the Dean's Office.
- In collaboration with the Tufts International Center, serves as departmental point person for visa processing as needed for all incoming faculty and their postdocs and research staff.
- Assists in onboarding and offboarding all faculty, regardless of appointment type.
- Plans and executes faculty-related events as needed. May occasionally provide support for faculty-run events such as research workshops.

What We're Looking For

Basic Requirements:

- Knowledge Skills typically acquired through an Associate Degree and 3 years of experience.
- Strong knowledge of Microsoft office suite.
- Excellent organizational and customer service skills.

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



Faculty Affairs Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=246527>

Downloaded On: Jan. 19, 2025 12:11pm

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

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

,