

Administrative Coordinator, Dog Aging Project
Tufts University

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Posted Oct. 28, 2024, set to expire Mar. 10, 2025

Job Title	Administrative Coordinator, Dog Aging Project
Department	Human Nutrition Research Center on Aging
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Health Services Fiscal Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21052?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The mission of the USDA Human Nutrition Research Center on Aging at Tufts University (HNRCA) is to promote healthy aging through nutrition science to empower people seeking to enjoy long, active, and independent lives. HNRCA investigators examine how nutrition and physical activity play a role in the prevention of the major chronic degenerative conditions and diseases associated with aging.

The Metabolism and Basic Biology of Aging research directive focuses on understanding cellular and molecular processes that contribute to age-related disease, as well as the role of nutrition in regulating the underlying mechanisms that promote healthy aging.

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Dr. Daniel Promislow, Senior Scientist at the HNRCA, is the Principal Investigator of the Dog Aging Project. Founded in 2018, the Dog Aging Project is a fully operational, long-term longitudinal study of healthy aging in more than 50,000 companion dogs from across the United States. The goal of the Dog Aging Project is to identify the genetic and environmental factors that influence healthy aging, and to understand how these factors shape aging. More information can be found at <https://dogagingproject.org>

What You'll Do

This is a grant funded position and is not eligible for severance pay.

Reporting to the Principal Investigator or Program Manager, Dog Aging Project and working closely with other Dog Aging Project (DAP) leaders and partners, the Administrative Coordinator provides advanced administrative support and communications under minimal supervision. They will handle complex and confidential situations and requests and will serve in a highly visible capacity as a resource for the project with multiple stakeholders. They will oversee daily operations for the project, including producing and drafting reports and other complex documents and materials, proofreading, and editing. The Administrative Coordinator will monitor, track, and process reimbursements for expenditures; resolve problems and report on project funding. They will also coordinate planning and logistics for meetings and special events.

Essential Functions:

Provides advanced administrative support and oversees project operations:

- Provides high-level administrative support to Dog Aging Project leaders and partners, often in coordination with individuals and teams outside of Tufts; oversees daily operations for the project; tracks status of ongoing matters and follows up as required
- Maintains DAP shared resources and assets, including shared Google drives, Intranet, Slack, and personnel database; oversees QC efforts and cleanup of the drives; schedules quarterly meetings with Drive Librarians team to ensure upkeep of these resource
- Manages on-boarding and ensures compliance with new hire processes for new employees, postdoctoral scholars, students, and temporary workers
- Coordinates sometimes complex travel arrangements; schedules appointments and maintains multiple calendars

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Produces and drafts reports and other complex documents and materials:

- Supports competitive renewal preparation efforts and yearly progress reports, as well as letter, memos, and other materials, including proofreading, editing, and in some instances drafting key documents
- Gathers data, conducts research and organizes information
- Creates and maintains spreadsheets and databases; prepares reports, tables, and charts as needed

Coordinates project budget management:

- Assists in budget development process; oversees local aspects of project spending and resolves issues that may arise
- In collaboration with research administrators, prepares monthly reports, makes projections, and assists with long-term planning
- Orders and maintains supplies and materials as needed, works with vendors to maintain equipment and contracts
- Prepares expense reports, purchase orders, capital equipment authorizations, and requisitions

Plans and coordinates Meetings and Special Events:

- Arranges meetings and special events, including executive leadership team meetings; prepares agendas, contacts speakers, tracks invitation responses, works with speakers on materials, and arranges event set-up, logistics, and staffing; produces meeting minutes as needed

What We're Looking For

Basic Requirements:

- Bachelor's degree in health sciences, social sciences, or a related discipline and 3+ years of related experience OR master's degree and 1-2 years related experience
- Excellent oral and written communication skills, as well as editing skills; exceptional interpersonal skills
- Detail-oriented with excellent organizational and time management skills
- Proven ability to work independently and with remote teams

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- Proven high-level proficiency with Google Drive and Apps Suite (Doc, Sheets, and Slides) as well as MS Office (Word, Excel, PowerPoint)
- Experience supporting manuscript authors with submissions to academic journals
- Reliability, integrity, and ability to perform under pressure
- Experience coordinating event logistics and planning conferences or meetings

Preferred Qualifications:

- Experience with and/or interest in project management

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