

## Administrative Coordinator - Chemistry Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=248913>

Downloaded On: Nov. 19, 2024 3:22pm

Posted Nov. 15, 2024, set to expire Mar. 30, 2025

<b>Job Title</b>	Administrative Coordinator - Chemistry
<b>Department</b>	Department of Chemistry
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Nov. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21145?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21145?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Department of Chemistry at Tufts University provides a supportive environment for undergraduate students, graduate students, and postdoctoral scholars to learn fundamentals, explore exciting topics in modern chemistry, and participate in cutting-edge research. The Department of Chemistry has garnered worldwide recognition as a leader in teaching and research. We offer students the facilities and research opportunities of a top-tier research institution, while retaining the student-centered training focus of a smaller institution.

### What You'll Do

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Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. The Administrative Coordinator will handle complex and confidential situations and requests and serve in a highly visible capacity as a resource for the department with students, staff, faculty, and other constituents. The Coordinator will:

- Enter the payroll for hourly staff, undergraduate students, and temporary workers.
- Coordinate department budget to include monitoring, tracking expenditures, troubleshooting problems, and preparing reimbursements.
- Work with faculty to layout content to upload to our department website and digital lobby display.
- Plan and coordinate meetings and special events, including contacting speakers, ordering lunch, and coordinating support for speakers and presenters.
- May also coordinate programs and/or projects for the department.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma/GED and 5+ years of administrative experience OR a Bachelor's degree and 3+ years of experience.
- Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet, and database knowledge
- Bookkeeping or accounting knowledge and excellent organizational and interpersonal skills
- Very strong computer skills, ability, and willingness to learn multiple new software programs and systems
- Website experience

#### Preferred Qualifications:

- Prior grant experience
- Strong accounting skills
- Experience with web design software
- Advanced knowledge of Adobe Professional
- Database design, creation and maintenance experience

#### Special Work Schedule Requirements:

This is a hybrid position expected to be on campus at least 3-4 days each week.

### Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80



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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**

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