

Administrative Coordinator Tufts University

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Posted Nov. 27, 2024, set to expire Apr. 11, 2025

Job Title	Administrative Coordinator
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 27, 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/21181?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement is seeking an Administrative Coordinator to manage numerous administrative activities and processes for the 200+ member division; to provide administrative support to the director of Advancement Operations; and to manage day to day building management requests. This individual operates under minimal supervision and handles complex and confidential situations and requests.

What You'll Do

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. The coordinator will handle complex confidential environment handling requests in a highly visible capacity. This person will produce and drafts reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for presentations and our intranet. Will also gather data, conduct research, and

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draft reports, summaries, or material for presentations. This person will perform weekly payroll submission for non-exempt employees and assist with administrative tasks Director of Advancement Operations. May also coordinate programs and/or projects for department.

Key Tasks:

- Address routine facilities issues across all three campuses
- Assist with space planning efforts
- Assist and coordinate vendor visits
- Order and restock supplies
- Assist with coordination and execution of Division Meetings & annual conference
 - o Update slides
 - o Assist in coordinating & planning logistics
- UA4YOU Management – Serves as back up
 - o Updating and keeping current news and events on intranet
 - o Sending out weekly UA Updates email
- Weekly payroll submission for non-exempt UA staff – Serves as back up
- Provide administrative support to Director to Advancement Operations & Assoc Executive Director University Advancement
 - o Manage calendar and schedule meetings
 - o Manage travel for operations department
 - o Assist with proof reading, editing, and designing presentations
 - o Assist with other tasks as needed

What We're Looking For

Basic Requirements:

- Knowledge & Skills as Typically Acquired Through High School/GED Related Experience and 5+ years of experience
Advanced knowledge of Microsoft office suite.
- Ability to monitor financial transactions.
- Strong organizational and interpersonal skills.
- College degree may serve as a substitute for some years of experience



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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

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