

Senior Department Administrator  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=251121>

Downloaded On: Jan. 10, 2025 6:02am

Posted Jan. 7, 2025, set to expire Dec. 31, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | Senior Department Administrator   |
| <b>Department</b>           | Chemical Engineering  |
| <b>Institution</b>          | Tufts University<br>Medford, Massachusetts  |
| <b>Date Posted</b>          | Jan. 7, 2025  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Finance/Investment Management<br>Administrative Support/Services  |
| <b>Job Website</b>          | <a href="https://jobs.tufts.edu/jobs/21271?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21271?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

## Overview

Our research group seeks to advance knowledge for improving the human condition through research at the interface of engineering, life sciences and mathematics. We aim at gaining a deeper understanding and developing solutions contributing to therapies through stem cell and tissue engineering, optogenetics and mathematical modeling.

## What You'll Do

Essential Functions

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- Acts as resource to explain and interpret policies and information for students and faculty; advises Chair in administrative matters and may represent Chair in their absence. Participates in strategic planning with Chair and serves as liaison with student and business services departments. May serve on school wide committees.
- Supervises and provides work direction to one or more department support staff as well as student and temporary employees. Hires, trains, and evaluates performance and development opportunities; evaluates workflow and ensures effective coverage and productivity for department operations. Oversees hiring, payroll and employment status transactions and partners with TSS to troubleshoot issues.
- Compiles data, statistics and drafts regular and ad hoc reports for department or school.
- Partners with operations division on facilities maintenance, office moves, renovations and space planning. Manages inventory and recommends/approves purchasing for department. Oversees information technology needs and planning. Develops and implements policies and procedures.
- Develops department budgets, projections, and detailed forecasts; recommends major expenditures, cost savings and actively participates in financial planning. Manages budgets, reviews, and approves purchase orders and expenses and oversees reconciliation of financial statements. Assists local research administration with sponsored research proposals and budgets.
- Writes, edits and/or publishes newsletters, bulletins, and content to communicate department vision, programs, and research. Oversees website and social media presence. Plans and implements department events, lectures, and seminars.
- Coordinates search committee meetings, tracks action items and produces statistics and reports. Works with faculty affairs to manage hiring, appointment, promotion, leave and separation paperwork for faculty. In consultation with International Center, coordinates visa applications and visiting appointments.
- Prepares and works with registrar to implement course schedules. Provides guidance and advice to students and recommends solutions for issues and concerns. Supports graduate students and programs.

### What We're Looking For

#### Basic Requirements:

- Knowledge and Skills at Typically Acquired Through a Bachelors Degree and 3-5 years experience
- Advanced knowledge with Microsoft Office Suite, excellent communication, time management, analytical, organizational and customer service skills.
- Strong budget and financial management experience.
- Familiarity with federal, state, and institutional guidelines for research and other types of restricted funding.



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**Pay Range**

Minimum \$39.20, Midpoint \$46.60, Maximum \$54.10

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**