

Administrative Coordinator
Tufts University

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Posted Feb. 6, 2025, set to expire Dec. 31, 2025

Job Title	Administrative Coordinator
Department	Graduate School of Arts and Sciences
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 6, 2025
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/21366?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Graduate School of Arts and Sciences Dean's Office supports the vision and strategy of the Graduate Dean and strives to create an intellectually engaging experience for the graduate students. The office interacts with all administrative units that touch graduate students, including academic affairs, admissions, student affairs, and development. The office oversees the admission of students to all graduate degree programs, awards scholarships, fellowships, and teaching assistantships in consultation with academic departments, and reviews academic standing and policies governing all graduate students in Arts and Sciences. The office also oversees curriculum changes across and development of new graduate programs, as well as develops and implements Academic and professional development programs for graduate students.

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What You'll Do

The Administrator Coordinator is responsible for the administrative support and implementation of the processes and graduate school programming run through the Office of the Dean Graduate School of Arts and Sciences (GSAS). In this highly visible role, the Administrative Coordinator will be responsible for scheduling the deans' calendars and communicating with academic administrative leaders, faculty, and students across the institution. In consultation with the deans, this position contributes ideas to the development and evolution of programs offered in the office. The Coordinator:

- Liaises with academic department graduate directors and chairs on matters related to financial tracking and admission of new candidates and supports the Assistant Director of Admissions and Financial Aid in daily tasks
- Coordinates meetings and documents decisions of Arts and Sciences faculty governance committees
- Coordinates and implements events
- Develops content and disseminates a monthly newsletter
- Responds to faculty and student related issues as requested by the deans
- Communicates regularly with a wide range of University stakeholders, including executive level administrators, faculty, staff, and students

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a High School diploma and 5+ years of administrative experience OR 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 basic accounting knowledge and excellent organizational and interpersonal skills.

Preferred Qualifications:

- Bachelor's degree strongly preferred

Special Work Schedule Requirements:

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



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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