

Administrative Coordinator - School of Dental Medicine Tufts University

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

Job Title	Administrative Coordinator - School of Dental Medicine
Department	Tufts University School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	May 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21845?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

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What You'll Do

This position will act as floater, providing administrative support to different departments throughout the School of Dental Medicine.

Under minimal supervision, the Administrative Coordinator:

- Provides advanced administrative support and communications for the department.
- Handles complex and confidential situations and requests and serves in a highly visible capacity as resource for department with students, staff, faculty, and other constituents.
- Oversees daily operation of office, evaluating workflow and productivity and providing direction and guidance to office staff.
- Produces and drafts reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations.
- Coordinates department budget to include monitoring, tracking expenditures, troubleshooting problems and preparing reports.
- Will also gather data, conduct research and draft reports, summaries or material for presentation.
- Plans and coordinates meetings and special events, including contacting speakers, designing promotional material and coordinating support for speakers and presenters.
- May also coordinate programs and/or projects for department.
- Other duties as assigned.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High school diploma/GED and 5+ years of administrative experience **OR** a bachelor's degree and 3+ years of experience.
- Requires advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet, and database knowledge.
- Bookkeeping or basic accounting knowledge.
- Excellent organizational and interpersonal skills.

Preferred Qualifications:

- Flexible to move to different departments as the need arises.

Pay Range

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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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