

Administrative Coordinator - Human Nutrition Research
Center on Aging
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=256639>

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

Job Title	Administrative Coordinator - Human Nutrition Research Center on Aging
Department	USDA Human Nutrition Research Center on Aging
Institution	Tufts University Medford, Massachusetts
Date Posted	May 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21544?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The mission of the USDA Human Nutrition Research Center on Aging at Tufts University (HNRCA) is to promote healthy aging through nutrition science to empower people seeking to enjoy long, active, and independent lives. HNRCA investigators examine how nutrition and physical activity play a role in the prevention of the major chronic degenerative conditions and diseases associated with aging.

What You'll Do

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This is a grant funded position and is not eligible for severance pay.

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. They will handle complex and confidential situations and requests and serve in a highly visible capacity as resource for department with students, staff, investigators, and other constituents. They will oversee daily operation of office, evaluating workflow and productivity and providing direction and guidance to office staff.

The Administrative Coordinator produces and drafts reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations. Submits information on scientific manuscripts according to ARS requirements. Monitors, tracks expenditures, resolves problems and reports on department budget and/or grants. They will coordinate planning and logistics for meetings and special events including tracking responses, working with speakers on materials and set up. They will plan and coordinate meetings and special events, including contacting speakers, designing promotional material and coordinating support for speakers and presenters. The Administrative Coordinator may also coordinate programs and/or projects for the department.

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- 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. In addition, bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills.

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.

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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