

## Senior Administrative Coordinator - Office of the Provost Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=260527>

Downloaded On: Aug. 17, 2025 4:19pm

Posted Aug. 1, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Senior Administrative Coordinator - Office of the Provost
<b>Department</b>	Office of the Provost
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Aug. 1, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Library Human Resources
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22138?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22138?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>

**Apply By Email**

**Job Description**

### Overview

The Office of the Provost is responsible for setting and guiding institutional and budgetary priorities that advance the University's academic mission. Together with deans and senior administrators, the Provost directs and supports the partnerships, collaborations, and planning initiatives on four Massachusetts campuses and an international center in Talloires, France. This team of academic leaders ensures that our educational and research programs are of the highest quality by working closely with faculty, staff, alumni, and students to fulfill the University's goals and aspirations. The Office of the Provost is also responsible for the library system, international and industry collaborations, and the ten Boards of Advisors.

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### What You'll Do

Under minimal supervision, the Senior Administrative Coordinator applies advanced knowledge and skills to play a lead role in coordinating operations for one or more departments or business units. Handles highly confidential situations, resolves escalated/most complex problems and serves as lead resource for students, faculty staff and other constituents.

#### Essential Functions:

- Serves as highly visible resource for internal and external constituents; provides input to develop and communicate department policies and procedures; resolves escalated problems and concerns. Briefs managers on matters needing attention and takes initiative to communicate on their behalf. Requests updates to website and social media channels and may recommend content and design elements. May partner/liase with marketing and communications team on communications projects and materials.
- Drafts and edits complex and confidential documents, correspondence, reports and spreadsheets. Prepares briefings and materials for presentations. Attends meetings, prepares agendas and minutes and tracks or researches action items.
- Independently uses judgement to coordinate and prioritize multiple/complex calendars. Coordinates large, recurring meetings and logistics both on and off-site, that may include external groups/constituents.
- Plays lead role in overseeing daily operations of department(s) or business unit(s). Evaluates workflow, productivity and customer service and deploys staff where needed. Oversees and evaluates services from university departments to ensure technology, facilities, procurement and other needs are met. Works with managers on strategic planning for needed resources.
- Participates in design and oversees maintenance of confidential databases and file systems. May provide input for updates to systems. Manipulates and audits data or gathers data from other sources to produce regular or ad-hoc reports for analysis.
- Leads planning and delegates logistics for projects and major, highly visible events. Reviews/recommends marketing and publicity, communicates with speakers and recommends selection and plans for venue. Tracks and communicates project timelines and deliverables.
- Monitors and tracks expenditures, researches and resolves more complex problems. Prepares reports and assigned projections and works with department/unit leadership on financial planning. May partner and assists with grants and contracts management.
- Participates in hiring, on-boarding and off-boarding of support staff; hires, trains and evaluates students and temporary help. Provides direction and feedback on work performance and input into performance reviews and development opportunities for staff. Coordinates human resources and payroll transactions. May supervise a support staff position.
- Performs other duties as needed.

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### What We're Looking For

#### Basic Requirements:

Knowledge and experience typically acquired by:

- High School diploma/GED; College degree may serve as a substitute for some years of experience
- 7+ years of related experience
- Experience coordinating financial transactions and working with restricted funding sources
- Advanced knowledge of all features of Microsoft Office Suite
- Advanced organizational, interpersonal and leadership skills

### Pay Range

Minimum \$30.00, Midpoint \$35.70, Maximum \$41.40

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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