

Department Administrator - English, School of Arts and  
Sciences  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=232221>

Downloaded On: May. 8, 2024 9:11am

Posted Mar. 1, 2024, set to expire Dec. 31, 2024

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| <b>Job Title</b>            | Department Administrator - English, School of Arts and Sciences   |
| <b>Department</b>           | Department of English   |
| <b>Institution</b>          | Tufts University<br>Medford, Massachusetts  |
| <b>Date Posted</b>          | Mar. 1, 2024  |
| <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>    | Administrative Support/Services   |
| <b>Job Website</b>          | <a href="https://jobs.tufts.edu/jobs/20227?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20227?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

## Overview

The Department of English serves undergraduate students who are majoring and minoring in English and others taking our courses towards their BA. It also includes a graduate Ph.D. program and the First Year Writing Program, which serves the entire undergraduate population in A & S. Our faculty includes a large number of part-time lecturers and Graduate Instructors.

## What You'll Do

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The Department Administrator serves as primary contact for the academic department representing its faculty and programs to university and external community. The role acts as resource for students, faculty, staff, and other constituents. The Department Administrator will handle the below duties among others:

- Act as resource for students and faculty
- Consult with and provide advice to Chair on administrative matters
- Recommend new policies and procedures to department leadership
- Supervise and provide work direction to department support staff, students, and temporary employees
- Ensure compliance with the part- and full-time lecturer contracts and the graduate students' collective bargaining agreement
- Manage department finances
- Coordinate with operations division on facilities maintenance, office moves, renovations and space planning
- Manage inventory and purchasing for department
- Oversee information technology needs and planning

## What We're Looking For

### Basic Requirements:

- Knowledge and skills as typically acquired by an Associate Degree and 3-5 years' experience
- Proficiency with Microsoft Office Suite and database management tools like Access
- Excellent written and verbal communication, time management, multi-tasking, organizational and customer service, and interpersonal skills
- Budget and financial management experience is required, preferably in an academic setting

### Preferred Qualifications:

- Bachelor's degree
- Working knowledge of additional software tools such as Data Warehouse, Appticity, Tableau, Interfolio, Activity Insight, PaymentWorks, and PeopleSoft is highly valued

### Special Work Schedule Requirements:

This is a hybrid position, the specific schedule of which will be determined in conversation with the Department Chair. The expectation is to be on campus on a regular schedule during the academic semesters, with the possibility of additional remote flexibility during the summer and winter breaks.

## Pay Range

Minimum \$31.90, Midpoint \$37.95, Maximum \$44.00

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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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