

Executive Administrative Dean
Tufts University

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Posted Apr. 27, 2023, set to expire Dec. 31, 2023

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| Job Title | Executive Administrative Dean |
| Department | The Friedman School |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Apr. 27, 2023 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Dean |
| Academic Field(s) | Financial Planning/Budget Management Business & Administration Administration - Academic Unit |
| Job Website | https://jobs.tufts.edu/jobs/18859?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

The [Friedman School of Nutrition Science and Policy](#) at Tufts University brings together biomedical, social, political, and behavioral scientists to conduct research, educational, and community-service programs to improve the nutritional health and well-being of populations throughout the world. The Friedman School pursues cutting-edge research and education.

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Tufts University invites nominations and applications for the executive leadership position of Executive Associate Dean of the Friedman School.

The search committee will review nominations and applications until the position is filled. However, **to ensure full consideration, applicants are strongly encouraged to submit materials by May 8th, 2023.** The anticipated start for the position is July or August 2023.

What You'll Do

The Friedman School seeks a seasoned senior leader with excellent financial, leadership and organizational development skills to serve as Executive Associate Dean (EAD). The EAD will report to the Dean of the Friedman School, and work in close strategic partnership with the Executive Vice President (dotted accountability), to play a critical role in driving the organization's operational excellence. The EAD serves as the chief administrative officer assisting the School in achieving its priorities for education, research, and the mission.

Primary Responsibilities include:

- Provides executive-level leadership to all aspects of the Dean's portfolio
- Engages in and serves as an executive leader in the development and implementation of university-wide initiatives
- Maintains accountability for a complex set of responsibilities including all fiscal, operational, communications, sponsored research, and business matters within the School
- Works closely with the Dean, Academic Dean, Associate Deans and members of the Friedman Management Team to develop and execute plans that ensure the alignment and effective use of personnel, funds, technology, and facility resources to meet operating and strategic priorities
- Collaborates with the Executive Vice President and central unit leadership in developing, setting, and operationalizing strategic priorities and resolving operating challenges
- Leads the Administrative team in the accomplishment of School priorities

Detailed Responsibilities include:

- Works with the Dean to develop the overall strategic direction and operations of the School, integrating a mission perspective with deep knowledge of the School finances and operations, and those of the university. Collaborates with central leadership and other Schools. Develops analyses and plans to facilitate decision-making. Works with chairs, deans, and directors to

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balance the needs of their units with School priorities, advises and supports divisions in their administrative functioning. Supports the Dean in articulating the rationale and/or historical context for strategic decisions to the School community

- Represents the School and its interests at university-level administrative committees and working groups, as needed, including the Executive Vice President's Administrative Council, EAD Roundtable, Extended Leadership Team, and Strategic Planning sessions. Engages in university-level and university-wide conversations as a constituent of a shared enterprise, able to collaborate and compromise to arrive at decisions that account for not only School-specific needs but the optimization of the university. Communicates key information derived from these meetings back to School stakeholders
- Serves as chief liaison with all central administration areas (e.g., Finance, Human Resources, Operations, Tufts Technology Services, University Relations, University Advancement, Office of the Vice Provost for Research, UCM) to coordinate services to meet School needs, plans and policies. Proactively engages these units as School strategies and solutions are developed. Builds alignment within the school about administrative priorities and needs in delivering on services
- Works with the Dean and school leadership on fiscal strategies and develops long-range financial plans in line with university expectations, including operations, capital needs, strategic revenue generating initiatives, and School research activities. Works closely with the VP of Finance and Budget Center representative to monitor and manage the School budget, long-range plans, forecasts, and allocation of resources, and to oversee the review and approval of all financial transactions. Develops and implements analyses, plans, and processes in support of these objectives
- Develops and implements the School's workforce and human resources plan. Works with HR and the HR Business Partner on strategic people initiatives and oversees talent management within the school (annual performance review/merit process, talent development and retention, succession planning and employee relations). Manages and develops staff in delivery of high-quality services
- Collaborates with Operations division, ensures efficient and effective facility resources. Develops and monitors budgetary plans for maintenance and improvements. Provides necessary input for design and construction of facility improvements, brokers space assignments, facilitates emergency and weather planning decisions and communication, and supports university sustainability goals. Serves as the primary point of contact for Campus and Capital Planning
- Interlocks with Advancement, analyzing resource needs of the School and effectively communicating how current and/or additional resources can enable the School to sustain and improve its research and teaching programs. Ensures that gifts are used for the purposes intended by donors and university

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- Collaborates with Tufts Technology Services (TTS) to work towards a tech-enabled School environment. Advocates for School needs and interprets and communicates about TTS services, offerings, policies, and changes to appropriate audiences within the School
- Integrates with University Relations on the legal risks and contracts to proactively manage risk and, when necessary, supports the timely and efficient resolution of all legal matters. Engages in relevant conversations about Government and Community relations and matters involving Title IX
- Oversees the communications team (4 FTE) managing internal and external communications and marketing

What We're Looking For

In addition, each applicant must provide as separate attachments to the online application: 1) a detailed curriculum vitae or resume 2) a cover letter 3) a diversity statement. The cover letter should address the applicant's qualifications and experience for this role. Materials will be reviewed in detail by the search committee.

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree and 10+ years of experience in a senior academic and management position at university level or with proven experience in executive leadership position in an organization of comparable status
- Prior senior level operations experience leading the following or related functions: finance and administration with successful track record overseeing finances, technology, legal, human resources, student services, and space allocation/renovations
- Demonstrated strategic and operational planning and management skills
- Demonstrate a high degree of result-oriented performance characterized by foresight, strategic thinking and service delivery
- Superior communication, collaboration and interpersonal skills with proven negotiation and conflict management abilities

Preferred Qualifications:

- Advanced degree in business, finance, or related fields

Competencies:

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- **Financial Acumen:** Interpreting and applying understanding of key financial indicators to make better business decisions.
- **Decision Quality:** Making good and timely decisions that keep the organization moving forward.
- **Strategic Mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Plans and Aligns:** Planning and prioritizing work to meet commitments aligned with organizational goals.
- **Drives Results:** Consistently achieving results, even under tough circumstances.
- **Builds Effective Teams:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
- **Organizational Savvy:** Maneuvering comfortably through complex policy, process, and people-related organizational dynamics at all levels of the organization
- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Pay Range

Minimum \$194,900.00, Midpoint \$243,650.00, Maximum \$292,400.00

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