

Associate Director of Administration - School of Arts and  
Sciences  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=234417>

Downloaded On: Jul. 22, 2024 7:05pm

Posted Apr. 10, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Associate Director of Administration - School of Arts and Sciences
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Apr. 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Administration - General
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20385?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20385?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

Tufts' largest school, the School of Arts and Sciences, is committed to intellectual and artistic engagement through a liberal arts and sciences tradition that prepares our students for a lifetime of learning. Along with its robust undergraduate programs, the School of Arts and Sciences also includes graduate and professional programs through the Graduate School of Arts and Sciences (GSAS) as well as both undergraduate and graduate studio art programs through the School of the Museum of Fine Arts at Tufts University (SMFA at Tufts). The Arts and Sciences' Dean's Office oversees the school's departments and programs, the teaching and research enterprises, student services and administrative units, and facilities within these schools, which span two campuses.

Within the Dean's office, the Executive Administrative Dean's Office is responsible for the overall administrative functions of the School of Arts of Sciences, SMFA at Tufts, GSAS, and the AS&E Shared Division (with the School of Engineering). Functions of the

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EAD's office for the four units represented above include financial oversight and strategic planning, resource allocation, human resource management, and facility management and planning.

## What You'll Do

The Associate Director of Administration reports to the Senior Director of Administration of Arts and Sciences and works closely with the Senior Director and Executive Administrative Dean (EAD) on the implementation of strategies, policies, and procedures for School of Arts of Sciences, and the Graduate School of Arts and Sciences (GSAS). The Associate Director will handle the below duties:

- Help ensure that school resources — including financial, human capital, and physical space - are allocated in a manner that aligns with the strategic plans of the schools and the University as a whole.
- Serve as a critical role as interface between department chairs/administrators and other managers and the dean's office on administrative issues, providing financial and compliance oversight while supporting local unit business needs.
- Lead projects within the EAD's office that support the schools listed above.

## What We're Looking For

### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 10+ years of progressively responsible and significant leadership experience more complex administrative and financial responsibilities
- Excellent financial, business, and strategic analysis skills and experience
- Superior Excel and data analysis skills
- Excellent written and verbal communication skills with direct experience managing communications with a diverse group of stakeholders and partners
- Ability to effectively facilitate and lead complex business projects
- Ability to represent EAD and Dean's office
- Ability to manage time effectively and work under concurrent deadlines
- Excellent prioritization, problem-solving, and decision-making skills
- Highly motivated, proactive, and able to work independently
- Highly adaptable and organized, able to shift priorities while managing long term project timelines
- Professional demeanor with strong customer focus

### Preferred Qualifications:

- Master's degree
- Experience in a higher education environment

### Special Work Schedule Requirements:



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This is a hybrid role that is expected to be on campus at least 3 days each week during the academic year.

### **Pay Range**

Minimum \$112,500.00, Midpoint \$140,650.00, Maximum \$168,800.00

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**

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