

Deputy Executive Associate Dean
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236295>

Downloaded On: Jul. 18, 2024 10:13am

Posted May 20, 2024, set to expire Dec. 31, 2024

Job Title	Deputy Executive Associate Dean
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - General Senior Administration
Job Website	https://jobs.tufts.edu/jobs/20502?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Deputy Executive Associate Dean Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236295>

Downloaded On: Jul. 18, 2024 10:13am

Posted May 20, 2024, set to expire Dec. 31, 2024

The Jonathan M. Tisch College of Civic Life is a national leader in civic education, whose teaching, research and community partnerships are setting the standard for higher education's role in civic engagement. As the only university-wide college of its kind, Tisch engages Tufts students in transformational learning opportunities via hands-on field-based experiences, community building, and public service. These engagements prepare them to become active citizens and community leaders. Tisch research centers conduct groundbreaking research on young people's civic and political participation and forge innovative participatory action research partnerships with communities. Tisch College's North Star—building robust, inclusive democracy for an increasingly multiracial society—seeks to cultivate knowledge, leaders and living experiments that expand possibilities for democratic development in the context of increasing risks to democracy worldwide.

This is a hybrid position where you are expected to be in the office 3 days per week.

What You'll Do

Tisch College seeks an experienced leader to serve as the Deputy Executive Associate Dean (EAD). Reporting to the Dean of Tisch College, the Deputy EAD provides strategic direction, leadership and oversight of Tisch's fiscal planning and development, while managing school-wide, day-to-day operational functions and services. The Deputy EAD is a key member of Tisch's Senior Leadership Team.

The Deputy EAD serves in both a consultative and operational role with close attention and focus on the financial strategy, analysis, and effective fiscal management recommendations. In addition, they are responsible for the development and execution of projects/strategies/programs/systems that will help to manage and run Tisch and its programs, as well as assist in overseeing day-to-day operations more effectively and efficiently. This includes providing strategic advice to the Dean and standing-in for the Dean where necessary.

Responsibilities will include but will not be limited to:

- **Budget Development, Capital Planning, Financial Reporting, Financial Approvals and Transactional Oversight** - Works with the Budget Center on developing and implementing all budgets, chart of accounts and transaction monitoring, preparation of forecasts and performance reports, etc.
- **Strategic Planning** - Support strategic planning process through the procurement and review of market research, business case development, and project management of idea implementation
- **Facilities & Space Management** - Identifies and resolves access, space needs, and issues both for Tisch staff and programs, maintains Tisch's space use inventory, coordinates construction projects
- **Faculty and Staff Supervision and Overseeing Administrative Operations** - Oversees day-to-day project management of staff, helps set strategic agendas for staff meetings
- **School-based Human Resource-related activities** -Manages positions, merit increase process, payroll, timekeeping, school orientation and onboarding, professional development and career laddering plans, school-based recognition and development programs
- **Procurement and Contracts** - Works with Procurement on develop and/or manage contracts and policies for physical assets and professional services

Deputy Executive Associate Dean Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236295>

Downloaded On: Jul. 18, 2024 10:13am

Posted May 20, 2024, set to expire Dec. 31, 2024

- **Sponsored Research Administration** - Provides direction to research administration staff on funding opportunities, submission processes, budgets, and compliance in collaboration with the Office of the Vice Provost for Research
- **Business Continuity Planning** - Manages a school-specific plan in consultation with relevant Tufts offices, including emergency response
- **School-wide Information Management, Analysis, and Security** - Collects, collates, and analyzes data of every sort; operationalizing the development and management of reporting displaying this information for various stakeholders

The Deputy EAD also:

- Serves as the operations liaison with Budget Center, Purchasing, Finance, Research, Tufts Technology Services (TTS), Tufts Support Services (TSS), Tufts Human Resources, Tufts Operations, Conference & Events Services, Public Safety, and other central or shared services divisions as appropriate
- Represents the school to other Tufts schools or divisions and serves on University committees and task forces as appropriate
- Builds and maintains relationships with peers inside and outside the organization to ensure strong cross-group collaboration
- Participates in the development of University-wide strategic plans and school-wide administrative objectives
- Works to continuously improve operational processes and internal controls to enhance efficiency, services to faculty and students, and cost savings; nurture an administrative environment that is collaborative and focused on creating the best possible atmosphere for learning and working

The Deputy EAD will:

- Use data and analytical assessments to develop business strategies and monitor outcomes, including providing regular reporting on programs and initiatives
- Help drive process improvement throughout Tisch College, working with stakeholders and using analytics, data and, input from stakeholders
- Supervise staff and others in function-specific roles, as needed
- Manage the development of special reports and presentations
- Engage with the rest of the school as a team player, ready to help where needed, problem solve, and work towards the greater good of the University as a whole
- Get things done, have an all-hands-on-deck mentality, and be comfortable having clear performance targets and being measured against them on a regular basis

What We're Looking For

Please include a cover letter with your application materials (in addition to resume). **The cover letter should specifically speak to how you have provided substantive input and support to strategic planning initiatives, to advise executive leadership teams, by way of budget planning and reporting, and financial analysis and modeling (as well as your interest in the opportunity).**

Deputy Executive Associate Dean Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236295>

Downloaded On: Jul. 18, 2024 10:13am

Posted May 20, 2024, set to expire Dec. 31, 2024

Basic Requirements:

- Knowledge and experience typically acquired by a bachelor's degree in a relevant field and 10 or more years of analytical and financial administrative experience
- Excellent skills and demonstrated advanced experience in:
 - Data and financial analysis, budget development, planning, reporting, synthesis, and management
 - Critical thinking and data-driven recommendations
 - Organizational and interpersonal communication (oral and written)
 - Business case development
- Ability to handle multiple projects, priorities, and issues with sensitivity in a fast-paced environment
- Experience working as an individual contributor with the ability to execute the day-to-day, while working collaboratively across the school and larger university
- Technical skills to manage integration across finance, advancement, and business intelligence platforms and systems

Preferred Qualifications:

- MBA or other appropriate advanced degree
- Prior experience in higher education environment
- Prior experience in consulting or a similarly demanding analytical profession
- Demonstrated understanding of complex structures and the ability to bring a thoughtful, poised, and positive approach to the role

Pay Range

Minimum \$124,100.00, Midpoint \$155,150.00, Maximum \$186,200.00

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



Deputy Executive Associate Dean
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236295>

Downloaded On: Jul. 18, 2024 10:13am

Posted May 20, 2024, set to expire Dec. 31, 2024