

Director of Administration and Business Operations
Tufts University

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Posted Aug. 30, 2024, set to expire Jan. 12, 2025

Job Title	Director of Administration and Business Operations
Department	The Fletcher School
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Financial Planning/Budget Management Facilities Operations Business & Administration
Job Website	https://jobs.tufts.edu/jobs/20903?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933, Fletcher's multi-disciplinary education in international relations, law, and business has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations. The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible. We are also committed to increasing the diversity of our administrative staff. Members of under-represented groups are strongly encouraged to apply.

What You'll Do

The Director of Administration and Business Operations works closely with the Executive Associate Dean (EAD) on the development and implementation of strategies, policies, and procedures and the School's administrative areas for which the individual holds responsibility. This position is responsible for ensuring school resources – including financial, human capital, and physical – are allocated in a manner consistent with the strategic plans of both the School as well as the institution as a whole. Analysis and reporting are essential to the strategic allocation of resources and will be a function of this position. Works closely as an advisor to the EAD, and acts as leadership's designee on matters within the purview of the EAD. Oversees the financial operations of the school, ensures appropriate internal controls are in place and adherence to generally accepted accounting principles. Will play a role as a member of the EAD's senior team when appropriate. Liaises with Human Resources on all staffing and employment matters.

The Director also:

- Supervises administrative support staff & allocates faculty support as needed in a balanced and proactive way.
- Represents the School to other Tufts schools or divisions and serves on University committees and task forces as appropriate.
- The Director will work 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 research.
- Build and maintain relationships with peers inside and outside the organization to ensure strong cross-group collaboration.
- Manage the development of business processes, special reports, and presentations.
- Ensures compliance with all financial and HR policies.

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Budget Control and Finance:

Manage the day-to-day financial operations of the school, supporting talent acquisition and hiring, budgets and planning, financial reporting, and administration and operations, in partnership with other divisions across campus. Serve as a liaison for departments across the University—including Human Resources; Office of Budget and Planning; Tuft Support Services; Tufts Technology Services; and Internal Audit & Management Advisory Services—to provide clear guidance for Fletcher, ensuring our internal business practices are aligned with University-wide policies and procedures.

Acts as primary point of contact for University Office of Budget and Planning on day-to-day financial operations. Ensures the reliability and integrity of financial information and that appropriate internal controls are in place. Supports faculty and staff on all financial operations matters liaising with other key Finance functions as needed (payroll, procurement, TSS, etc). Works with program managers / budget center representatives to make certain additional budget requests are accurately quantified and proposed via appropriate channels. Works as primary liaison between school administration and the Office of Stewardship within University Advancement (UA) to advise on the proper use of gifts/endowments; works with program managers and budget center representative to positively utilize carry forward funding.

Oversight of Facilities Management: With the EAD, responsible for current use space planning, capital planning, and oversight of facilities maintenance, renovations and major construction projects. Manages one facilities' manager and ensures efficient use of the School's physical plant. Monitor and oversee the successful completion of annual projects such as classroom renovations. Act as school's representative on cross-functional teams for major renovation projects. The individual will make recommendations to the EAD and Dean regarding the level of priority for renovations and major construction projects.. In consultation with budget center representative, recommend changes in the School's operations and maintenance budget.

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Human Capital: Advise the EAD on performance management and evaluation, staffing, and disciplinary protocols in collaboration with Human Resources. Acts as a liaison between Human Resources (HR) for position management and talent acquisition. Oversee the annual performance management process for staff and annual merit increase process for all school employees. Works closely with the Academic Dean's Office in the area of finance – including, but not limited to, working with the Dean and Academic Dean's Administrator on offer letters, issuing personnel action form (PAF), faculty position planning, managing start-up packages, and assisting with compliance of Collective Bargaining Agreements (if any). Acts as Dean/EAD representative on Office of Equal Opportunity (OEO) matters, including Title IX issues and accommodations. In partnership with Office of Global Safety and Operations, guide the school through hiring international employees or partnerships with international vendors. Support the implementation of new initiatives to achieve Fletcher's DEI goals. The director also plays a key role in leading the effort to ensure a fair, productive, and motivating environment for all School employees.

Research: Ensures that the infrastructure and processes in the School support research activity including being a resource to faculty on post-award financial matters. Partner with Research Administration on finance related matters, including reporting, distribution of effort, and post-award audits.

What We're Looking For

Basic Requirements:

- Seven to ten years of administrative experience in higher education or a related field.
- Bachelor's Degree in a relevant field.
- Experience with data management, data analysis, financial and budget planning, and reporting.
- Excellent organizational, interpersonal, oral, and written skills as well as attention to detail.
- The ability to handle multiple projects and issues with sensitivity in a fast-paced environment. Must be able to prioritize competing priorities.
- Tact, discretion, and ability to maintain confidentiality.
- Results oriented and willing to be hands on managing new activities and direct reports.
- Must be solutions and customer service oriented.

Pay Range

Minimum \$114,200.00, Midpoint \$142,750.00, Maximum \$171,350.00



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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