

Executive Administrative Dean
Tufts University

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Posted Oct. 17, 2024, set to expire Mar. 1, 2025

Job Title	Executive Administrative Dean
Department	Tisch College of Civic Life
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Human Resources Financial Planning/Budget Management Business & Administration Administration - Academic Unit
Job Website	https://jobs.tufts.edu/jobs/21030?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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

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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. Our work supports the University's efforts to become an anti-racist institution. Our programs and research centers focus on strengthening the political participation and voices of historically marginalized people, especially youth, and on addressing the challenges of building and reviving democratic institutions needed for multiracial/ethnic societies.

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

What You'll Do

Reporting to the Dean of Tisch College, with dotted accountability to the Executive Vice President, the Executive Administrative Dean serves as the chief administrative officer leading Tisch in achieving its educational, research, and service missions. 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. Accountable for a complex set of responsibilities including all fiscal, operational, communications, sponsored research, and business matters within the College. Works closely with the Dean and Associate and Assistant Deans (Tisch Leadership 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. Works closely with the Executive Vice President and central unit leadership in developing, setting, and operationalizing strategic priorities and resolving operating challenges. Lead the Administrative team in the accomplishment of College priorities. Along with the Associate Dean for Strategy, will serve as a champion of Tisch's long-term change management initiatives.

Responsibilities include:

- Works with the Dean to integrate a mission perspective with deep knowledge of College finances and operations, and those of the university. Collaborates with central leadership and other schools. Develops analyses and plans to develop priorities and facilitate decision-making. Works with Tisch Leadership Team and program directors to balance the needs of their units with College priorities, advises and supports units in their administrative functioning. Supports the Dean in articulating the operational and business rationale and/or historical context for strategic decisions to the College community.

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- Represents the College 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 College-specific needs but the optimization of the university. Communicates key information derived from these meetings back to College 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 College needs, plans and policies. Proactively engages these units as College strategies and solutions are developed. Builds alignment within the College about administrative priorities and needs in delivering on services.
- Works with the Dean and the Tisch Leadership Team on fiscal strategies and develops long-range financial plans in line with university expectations, including operations, capital needs, strategic revenue generating initiatives, and College research activities. Works closely with the VP of Finance and Budget Center representative to monitor and manage the College 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 College's workforce and human resources plan. Works with HR and the HR Business Partner on strategic people initiatives and oversees talent management within the College (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.
- Collaborates with Advancement, analyzing resource needs of the College and effectively communicating how current and/or additional resources can enable the College to sustain and improve its research and teaching programs. Ensures that gifts are used for the purposes intended by donors and university.
- Collaborates with Tufts Technology Services (TTS) to work towards a tech-enabled College environment. Advocates for College needs and interprets and communicates about TTS services, offerings, policies, and changes to appropriate audiences within the College.

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- Collaborates 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. In collaboration with Senior Director, Communications & Planning, engages in relevant conversations about Government and Community relations and matters involving Title IX.
- Serves as the champion of the College's multi-year change management process to develop a robust and capable administrative infrastructure to deliver the College's operational plan. Must effectively communicate the rationale and the process for change management at the College.
- Performs other duties as required.

What We're Looking For

Instructions: Please include a detailed cover letter with your application materials. **Specifics:** The cover letter should specifically address the following (*below*), relative to Tisch College's North Star:

- How do you think about inclusive excellence?
- How might you see your work advancing our north star?
- Please provide at least one concrete example that amplifies your commitment.

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:
 - Financial analysis, budget development, planning, reporting, and management
 - Business development strategy and execution
 - Critical thinking and data-driven recommendations
 - Organizational and interpersonal communication (oral and written)
- 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

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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 \$152,050.00, Midpoint \$190,050.00, Maximum \$228,050.00

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