

Senior Director Administration Tufts University

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Posted Dec. 24, 2024, set to expire May 5, 2025

Job Title	Senior Director Administration
Department	School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Computing/Informational Services Business & Administration Human Resources Financial Planning/Budget Management Administration - Academic Unit
Job Website	https://jobs.tufts.edu/jobs/21258?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Dean is responsible for the academic and administrative functions of Tufts University School of Medicine, including overseeing the School's academic departments, the teaching and research enterprises, student services, and campus buildings and facilities. The primary responsibilities of the Office of the Dean include financial and strategic planning, resource allocation, faculty recruitment, interfacing with clinical affiliates, and other management responsibilities related to the function of a large and diverse medical school.

What You'll Do

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The Senior Director, Administration reports to the Executive Associate Dean (EAD) of the Tufts University School of Medicine (TUSM) and manages school-wide, day-to-day financial and administrative functions of the school. The Senior Director will serve in a consultative and operational role and will be responsible for the school's financial management and the development and execution of projects/strategies/programs that will help to more effectively manage TUSM. They will also provide strategic advice to the EAD.

Portfolio will include but will not be limited to:

- Budget development, capital planning, financial reporting, financial approvals (with Budget Center input)
- Serves as a liaison between the EAD and other stakeholders throughout the school and university
- Facilities management (with Facilities Department)
- Space management (space use and coordination of construction projects)
- School-based human resource-related activities (position management, merit increase process, payroll, timekeeping, new hire approvals, compensation and position review requests)
- School-wide information management and data security (collecting, collating, and analyzing data of every sort; in collaboration with relevant Tufts offices and school managers)
- In collaboration with relevant senior leaders, provide direct financial management to key offices within the school – Student Affairs, Educational Affairs, Multicultural Affairs, Admissions, Financial Aid, Continuing Education, Faculty Affairs, and Student Health & Wellness; Provide operational guidance
- In conjunction with TTS and other central offices, is responsible for computers/endpoints and endpoint renewal; copiers, printers and telecom. (oversight, inventory, contracts, policies)
- Emergency response (School liaison to University efforts)
- Business continuity planning (develops a school-specific plan in consultation with relevant Tufts offices)

The Senior Director will play a lead or an integral role in initiatives such as:

- Completion and submission of all data and survey requests to TUSM's accrediting bodies and other reporting requirements
- Development of business plans as the school expands its educational offerings
- TUSM's ten-year master plan for space utilization in conjunction with university-wide planning

The Senior Director also:

- Serves as the operations liaison with Tufts Technology Services (TTS), Tufts Support Services (TSS), Tufts Human Resources, Tufts Operations, Public Safety, and other central divisions as appropriate
- Represents the school to other Tufts schools or divisions and serves on University committees and task forces as appropriate
- Works to continuously improve operational processes and internal controls to enhance efficiency, services to faculty and students, and cost savings
- Nurtures an administrative environment that is collaborative and focused on creating the best possible atmosphere for learning and research

The Senior Director will:

- Participate in the development of strategic initiatives for TUSM

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- Facilitate the development of school-wide administrative objectives
- Use data and analytical assessments to develop business strategies and monitor outcomes
- Drive process improvement throughout TUSM, working with stakeholders and using analytics, data and, input from stakeholders
- Provide periodic reporting (weekly, monthly, quarterly, annually) on programs and initiatives
- Build and maintain relationships with peers inside and outside the organization to ensure strong cross-group collaboration
- Manage relationships with key internal and external partners
- Oversee the development of special reports and presentations

What We're Looking For

Application Instructions: *To receive full consideration, interested individuals should apply online and include 1) resume 2) cover letter. **The cover letter should focus on your qualifications for the role and highlight any experiences and/or accomplishments that you feel support your candidacy.***

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a bachelor's degree in a relevant field
- Minimum of 7 years of administrative experience in higher education or a related field
- Experience with data management, data analysis, financial and budget planning and reporting
- Excellent organizational, interpersonal, oral and written skills
- The ability to handle multiple projects and issues with sensitivity in a fast-paced environment
- Tact, discretion, and ability to maintain confidentiality
- Results oriented and willing to be hands-on managing new activities, including recruiting and building a team

Preferred Qualifications:

- Advanced degree preferred
- Prior experience in higher education or other intellectually based environment is highly desirable
- Demonstrated understanding of a complex structure and the ability to bring a thoughtful, poised, and positive approach to the role

Pay Range

Minimum \$167,350.00, Midpoint \$209,250.00, Maximum \$251,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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