



# Department Manager -- Department of Physics and Astronomy Tufts University

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**Job Title:** Department Manager -- Department of Physics and Astronomy  
**Department:** Department of Physics and Astronomy  
**Institution:** Tufts University  
Medford, Massachusetts

**Date Posted:** Sep. 25, 2009

**Application Deadline:** Open until filled  
**Position Start Date:** Available immediately

**Job Categories:** Director/Manager

**Academic Field(s):** Physics - General  
Astronomy and Astrophysics  
Sciences - General

**Job Website:** <https://recruiter.kenexa.com/tufts/cc/CCJobDetailAction.ss?command=CCViewDe>

**Apply Online Here:** <https://recruiter.kenexa.com/tufts/cc/CCJobDetailAction.ss?command=CCViewDe>

## Job Description:

The Department of Physics & Astronomy seeks an individual with a high level of organization and ability to handle multiple long-term and short-term projects simultaneously, financial/budgetary skills and strong problem-solving ability, to fill its available position of Department Manager.

The principal activities of the Physics & Astronomy Department are research and education, at both the undergraduate and graduate level. They strive both to contribute to the growing understanding of the physical universe and to educate students in the content of Physics and its methods and principles.

The Department Manager is directly responsible for: [list] [\*] Financial management, including external grants, as well as internal funds; [\*] Maintaining and organizing departmental records and preparing reports, as needed; [\*] Supervising support and technical staff; [\*] Maintaining the departmental website; [\*] Course scheduling and room allocation; and, [\*] Generally working with the Chair, Faculty, Staff and students, to ensure the efficient and professional management of Departmental affairs, in support of its educational and research missions. [/list]

[b]Basic Requirements:[/b] [list] [\*] Bachelor's degree; [\*] Minimum of five (5) years of related experience; [\*] Proficiency in Microsoft Word and Excel and facility in learning new applications, as needed; and, [\*] Strong financial, budgeting, time management and organizational skills; excellent verbal and written communication skills; ability to manage complex budgets; and, strong managerial and supervisory experience. [/list]

[b]Preferred Qualifications:[/b] Managerial experience in an academic research environment and familiarity



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with federal or foundation grants processes; quantitative skills; and, a Master's degree is desirable.

## **EEO/AA Policy:**

Tufts University is an AA/EOE employer and actively seeks candidates from diverse backgrounds.

## **Contact Information:**

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

**Contact:** Human Resources Department  
Department of Physics and Astronomy  
Tufts University  
Medford, MA 02155