



Brandeis University

The Heller School for Social Policy and Management

The Lurie Institute for Disability Policy

Job Posting

Lurie Institute for Disability Policy
Sr. Department Coordinator

Job ID: 527046

Location: Heller General Admin

Full-Time

To Apply: <http://www.brandeis.edu/humanresources/jobs/external.html>

The Lurie Institute for Disability Policy at the Heller School is seeking a Senior Department Coordinator to provide administrative support to ensure the smooth functioning of a busy research center. The position plays an important role in keeping the Lurie Institute for Disability Policy operating efficiently and effectively by supporting the director and the entire research team.

Examples of Key Responsibilities:

Responsible for administrative support of the Institute's director, including managing the director's calendar; making all conference and travel arrangements; filing expenses; handling correspondence; preparing materials for any classes; and providing general clerical support. Responsible for providing departmental support as needed to Lurie faculty, staff, and students including assisting with scheduling coordination; calendar arrangements; travel arrangements; room reservations; meeting refreshments; expense reports and Marketplace submissions; accessing University resources; and clerical tasks. Maintains the Institute's database and website and is responsible for dissemination of research, events and other news. Coordinate Institute's events including guest lectures and films.

Qualifications:

Bachelors Degree, required plus 1-3 years experience

The position requires a candidate to be very flexible; well-organized; detail oriented; able to work with frequent interruptions; and able to juggle multiple shifting tasks while maintaining a positive attitude.

Must have proficiency with computers, and working knowledge of web searches and maintaining technical devices. Strong oral and written communication skills required. MS Office required.

File Maker Pro, Adobe Suite and Web content management experience a plus, but we will train if needed.

Candidate should have experience working with information of a personal and sensitive nature.

Closing Statement:

Brandeis University is an affirmative action/equal opportunity employer and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.