# TUFTS UNIVERSITY
## JOB DESCRIPTION

### Job title:
Chaplaincy Coordinator  

### Date:
5/8/2017

### Supervisor Title:
University Chaplain

### Department:
University Chaplaincy

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### FLSA status:
☒ Non-Exempt  ☐ Exempt

### Band:

### Pay Zone:

### Job Code:
4434

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### Department Summary

The Tufts University Chaplaincy is a dynamic hub supporting religious, spiritual, ethical, and cultural life for all members of the Tufts community on all of Tufts' campuses. The University Chaplaincy provides pastoral care, supports religious and philosophical communities, educates about spiritual and ethical issues in society and the world, and promotes multi-faith engagement within Tufts' tradition of progressive thought in education.

### Job Summary

The Chaplaincy Coordinator provides specialized support to the University Chaplain and the University Chaplaincy to implement the administrative goals of the University Chaplaincy. Serves as the first point of contact and coordinates office operations; assists by managing and monitoring budgets, grants, and contracts; manages the use of multiple facilities; coordinates the department student worker program, including recruiting, hiring, training, supervising, and evaluating student workers; participates in developing and implements department communications plans through high-quality publications and multiple websites and social media channels; implements department data management and filing systems; and coordinates complex event logistics.

### Essential Functions:

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<td>• Serves as a key representative and first point of contact for the University Chaplaincy, providing hospitality and information, responding to and routing inquiries, and researching and resolving issues for diverse stakeholders; frequently manages sensitive and confidential situations</td>
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<td>• Coordinates effective and efficient center and office operations at Goddard Chapel and the Interfaith Center</td>
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<td>• Assists the University Chaplain in managing and monitoring multiple budgets, grants, and contracts; carefully tracks department income and expenses; reviews budgets regularly with staff and prepares quarterly projections; executes financial and personnel transactions; schedules maintenance and purchases equipment and supplies; participates in budget development</td>
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<td>• Coordinates the scheduling, use, and maintenance of department facilities, including rental agreements and support for special events such as weddings and memorial services; assists in developing and implements policies as needed; researches and oversees space improvements</td>
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• Participates in developing and coordinates the University Chaplaincy student worker program, including recruiting, hiring, training, coaching, evaluating workflow and productivity, and providing performance reviews for student employees; manages time records and time entry

15%

• Coordinates hiring processes, personnel functions, onboarding, and training for staff

15%

• Participates in developing and implements department data management and filing systems; oversees and performs entry and maintenance of data; develops data collection forms; uses data to advance department goals; conducts research to gather information and drafts reports and proposals with results; manages department archives

15%

• Participates in developing and implements department communications plans through editing a weekly e-newsletter, updating multiple websites and social media channels, and working with designers and printers in order to produce high-quality publications; edits publications

15%

• Coordinates logistics for conferences, complex programs, special events, gatherings, and meetings; manages payment and travel arrangements; manages space reservations and setup, invitations and RSVPS, teleconferencing, AV, catering, seating charts, nametags/place cards, and meeting materials; takes minutes in meetings; may represent the department in meetings and committees

10%

This description is not intended to be all-inclusive.
Employee may perform other duties as assigned to meet the ongoing needs of the organization.

Minimum Required Experience, Education, Background, And Certifications/Licenses

• Typically a high school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 1-3 years of administrative experience
• Budget and accounting knowledge/experience
• Facilities and event administration experience
• Excellent interpersonal, communications, and organizational skills
• Proficient in relevant computing applications (especially databases and spreadsheets, shared documents, mail merging, PowerPoint, etc.)
• Demonstrated ability to work with highly diverse populations, multicultural awareness
• Excellent discretion for carefully managing sensitive and confidential information
• This position requires occasional evening and weekend work to provide on-site staffing for programs; may require availability on-call to respond to facilities emergencies

Additional Preferred Experience, Education, etc.

• Bachelor's degree preferred
• Higher education and/or religious/interfaith organization experience preferred
• Supervisory/staff leadership ability/experience
An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

### Physical and Mental Requirements:

The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. The information below is needed to assist the university in meeting these regulations.

Click all that apply:

#### Physical Demands:

- ☒ Standing
- ☒ Lifting 10 lbs.
- ☐ Pushing/Pulling
- ☒ Seeing
- ☒ Walking
- ☒ Carrying 10 lbs.
- ☐ Squatting/Kneeling
- ☒ Hearing
- ☐ Reaching
- ☒ Writing
- ☐ Driving
- ☒ Speaking
- ☐ Climbing
- ☐ Other: Click here to enter text.
- ☐ Other: Click here to enter text.

#### Physical Environment:

- ☐ Chemicals
- ☐ Carcinogens
- ☐ Dirt
- ☐ Animal Tissue/Fluids
- ☐ Bio hazardous Materials
- ☐ Toxic Chemicals
- ☐ Radiation
- ☐ Other: Click here to enter text.
- ☐ Other: Click here to enter text.

#### Mental Demands:

- ☒ Detailed Work
- ☒ Reading
- ☒ Frequent Deadlines
- ☒ Frequent Interruptions
- ☒ Periods of Concentrated Attention
- ☒ Frequent Contact with People
- ☒ Multiple Concurrent Tasks
- ☐ Other: Click here to enter text.
- ☐ Other: Click here to enter text.

#### Occupational Exposure:

- ☐ Research/Lab Animals
- ☐ Domestic Animals
- ☐ Livestock/Horses
- ☐ Wildlife
- ☐ Other: Click here to enter text.
- ☐ Other: Click here to enter text.

**Working conditions:** (Consider exceptional working conditions, travel requirements, non-standard work schedule, etc.)

May require change or flexibility in work schedule to meet operational needs during brief peak time periods.

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**UNIVERSITY MISSION:** Tufts is a student-centered research university dedicated to the creation and application of knowledge. We are committed to providing transformational experiences for students and faculty in an inclusive and collaborative environment where creative scholars generate bold ideas, innovate in the face of complex challenges, and distinguish themselves as active citizens of the world.
**TUFTS COMPETENCIES:*** Tufts competencies describe the knowledge, skills and behaviors required to effectively perform a job in the university:

**Expertise:** Requisite skills for the position; sharing of expertise; support of others in learning and skill building; pride in work; commitment to professional development.

**Interaction with Others:** Demonstrated communication skills; openness to different viewpoints; respect shown for others; collaboration on joint projects and decisions; ability to give and receive candid and helpful feedback.

**Continuous Improvement:** Measurable improvement made in systems or processes; system efficiency; innovation and creativity; commitment to generating new solutions and ideas.

**Customer Focus:** Attention to and focus on customer satisfaction; effective and appropriate relationships with customers; successfully anticipate and meet the needs of both internal and external customers.

**Resourcefulness and Results:** The ability to work effectively in a variety of situations; demonstrating good work habits, flexibility and initiative; using multiple resources to achieve desired results; seeking input and assessing risks when decision making; committing to getting things done.

**Leadership:** Model desired behavior for position; act as catalyst for change through positive energy. (For management positions, refer to the Leadership Competency Model.)

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