**Department Administrator, Department of Anthropology**

**About University of Massachusetts Amherst:**
*UMass Amherst* is one of the major public research universities in America. Nestled in idyllic Amherst, Massachusetts, the campus is consistently ranked among the top public research universities in the nation, and offers a rich cultural environment in a rural setting close to major urban centers.

**Job Description:**
The Department Administrator is the primary partner with the Chair in the overall management of the [Department of Anthropology](#). The Department Administrator collaborates with the Chair in short and long-term strategic planning, provides leadership, problem solving, and effective management of the day to day administrative and operational functions of the Department serving faculty, students and staff.

**Requirements:**
- Bachelor's degree in Business, Social Sciences, Public Policy or related field and five years of experience in managerial work experience. A Master's degree and three years of experience in the same are preferred.
- Excellent managerial, leadership, negotiation, and project management skills and ability to manage crisis or changing situations effectively.
- Excellent initiative and problem solving skills. Ability to make sound and mature decisions and to carry out assignments in an organized and timely manner, balancing the demands of concurrent and potentially competing projects.
- Ability to motivate and lead a team to facilitate collaborative projects, and to work cooperatively with staff, faculty, department chairs, and administrators.
- Experience developing and managing budgets.
- Excellent writing and editing skills. Superlative communication, interpersonal and supervisory skills.
- Ability to coordinate and work well with faculty and staff from different departments and colleges, and constituents from outside the University.
- Extensive knowledge of computer applications and social media platforms such as Twitter, Facebook, etc.
- Experience with personnel administration, knowledge of UMass systems preferred.

**Additional Information:**
Hiring Salary Range: $41,100 - $51,500

Normal Starting Salary: $41,100 - $46,300

Professional staff salary administration program position level 26.

**Application Instructions:**

Include letter of application, resume, and contact information of at least three current professional references. Review of applicants will begin on Sept 28, 2015, and may continue until a suitable candidate pool has been identified.

The University of Massachusetts is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, the University of Massachusetts is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the University of Massachusetts to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.

On campus applicants are defined as Amherst campus non-student employees.