

Senior Campus Planner Tufts University

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Posted Apr. 11, 2024, set to expire Dec. 31, 2024

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| Job Title | Senior Campus Planner |
| Department | Operations Division |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Apr. 11, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Research/Technical/Laboratory Facilities/Maintenance/Transportation |
| Job Website | https://jobs.tufts.edu/jobs/20391?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

The Operations Division serves four Tufts University campuses: the Medford/Somerville campus, the Boston Health Sciences campus, the Boston School of the Museum of Fine Arts at Tufts, and the Grafton Cummings School for Veterinary Medicine campus - together encompassing 275 buildings and approximately 5.8 million gross square feet. The division comprises of Campus Planning, Capital Renewal, Capital Projects, Real Estate, Facilities and Engineering Services, Dining, Auxiliary Services, and Public Safety. Together, these teams support and advance strategic goals for the University's research and educational mission, vision, and values.

Campus Planning strategically links planned renovations and expansion of University physical resources with academic, research, and clinic priorities and community life. We collaborate across the University to develop integrated, innovative, and feasible near- and long-planning solutions. The

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Planning department strives to use our physical resources to advance strategic goals for the University including Tufts' goal to decarbonize the institution by 2050.

This role is hybrid, yet it necessitates regular on-campus presence on the Boston Health Sciences, Medford/Somerville and Grafton campuses.

What You'll Do

The Senior Campus Planner advances projects from concept to feasibility. This position provides technical planning and expertise to a wide range of projects, with a focus on research and clinic projects across the University. As a steward of University assets, this position will meet with school and central administrative leaders, department chairs and faculty to understand needs, and advocate for functional and economically achievable solutions. Creative problem solving, strategic thinking, and a strong "client" service focus are essential qualities for success. Reporting to the Director of Campus Planning, this position will work in close collaboration with colleagues in the Operations Division, Schools, and University leadership.

Responsibilities include:

- Develop project scopes of work and charters. Collaborate across functions to develop agreement for projects
- Utilize knowledge in the principles and practices of planning, design and construction to develop planning solutions for University facilities; particularly research laboratories (wet, computational, vivarium), clinical facilities, and health sciences learning environments
- Lead project development including collaboration with end-users and leadership to understand educational and research intent, and determine space, technology, infrastructure, and code requirements. Develop program test fits, preliminary cost estimates, schedule and enabling constraints
- Analyze programmatic and spatial information and draw conclusions and inferences and prepare reports and/or presentations in graphic and tabular formats to aid the decision making of School and University leadership
- Prepare RFQs/RFPs; participate in selection of planning, architectural, & engineering firms. Manage planning studies with external consultant teams, and Tufts representatives
- Manage contracted architectural, planning and engineering teams
- Provide support with design development, finish selection and other services that may be needed for the implementation of Capital projects

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- Assist with the development and updating of architectural, construction, and interior design standards, guidelines, and specifications
- Assist in the development of the University ten-year capital plan

What We're Looking For

Basic Requirements:

- 10+years of experience with laboratory/clinic planning, design and/or major capital projects, including space planning, programming, design development, and comprehensive campus planning
- Understanding of infrastructure and equipment required to support research and clinical spaces
- Ability to communicate, verbally, graphically and in writing, with research, academic, and administrative stakeholders on teaching, research, and clinical programs
- Ability to work independently, manage multiple relationships, and to work effectively as a member of a project team
- Demonstrates ability to work with a diverse workforce and population and to respect and value differences. An ability and commitment to work effectively in a culturally diverse and inclusive environment

Preferred Qualifications:

- Proficiency with Autodesk products including Revit, Microsoft Office Suite, and Adobe Creative Suite. Experience with data analytic tools (PowerBI, Tableau) preferred
- Knowledge of local building codes, MAAB & ADA Accessibility Guidelines, NIH & DPH regulations, and related regulations preferred

Special Work Schedule Requirements:

- This role is hybrid, yet it necessitates regular on-campus presence on the Boston Health Sciences, Medford/Somerville and Grafton campuses



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Pay Range

Minimum \$102,400.00, Midpoint \$128,050.00, Maximum \$153,700.00

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

Contact Information

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

Contact

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