

## Campus Space Planner - Grafton Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=235473>

Downloaded On: Jun. 30, 2024 11:32am

Posted May 2, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Campus Space Planner - Grafton
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20426?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20426?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### 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 of Veterinary Medicine campus - together encompassing 275 buildings and approximately 5.8 million gross square feet. The division comprises 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.

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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 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 Grafton Campus (3 days), on another Tufts campus (1 day) and flexible remote work (1 day).***

### What You'll Do

The Space Planner will primarily serve the Grafton campus which is home to Cummings School of Veterinary Medicine and the schools' several hospitals and clinics that provide care to small and large animals, as well as wildlife patients. The Space Planner will lead the development and implementation of space, facility, and project planning solutions, such as space program test fits. While supporting the Grafton campus, this position will report to the Assistant Director of Campus Planning and will work in close collaboration with the Campus Planning Team on projects and initiatives across the University's portfolio.

Over the next few years, Cummings School will be implementing a new facilities plan to enable expansion as articulated in the School's Strategic Vision 2030. The Space Planner will be assisting with project development and enabling to support Strategic Vision 2030. They will consider schedule and enabling constraints, and impact to campus systems and stakeholders. The Space Planner will develop planning solutions that demonstrate a deep understanding of principles and practices in the fields of planning, design, and construction in regard to learning environments, research and clinical facilities, administrative and support spaces, as well as broader land use, landscape, infrastructure, and transportation systems. Creative problem solving, strategic thinking, adaptability, and a strong "client" service focus are essential qualities for success in this position.

Key responsibilities include:

#### Space Planning

- Gathers relevant information for the implementation of planning solutions, such as program, furniture, and equipment fit, application of space allocation metrics, develop preliminary cost estimates, identifies technology needs, code requirements, schedule and enabling constraints, and identifies campus impact
- Guides plans through the decision-making process
- Summarizes data, draw conclusions and inferences, and prepares reports and/or presentations in graphic and tabular formats to aid the decision making of School and University leadership
- Develops project scopes; prepares RFQs/RFPs; participates in selection of planning, architectural, & engineering firms
- Manages and supports planning studies with external consultant teams, School and Operations representatives

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### Grafton Campus Liaison

- Works closely with the Dean and Executive Associate Dean of Cummings School, and with campus planning leadership, to develop campus planning priorities
- Provides timely, clear, and consistent collaboration and communication between Cummings School, Campus Planning, and other colleagues within Operations
- Assists with the development of the School's required master plan for the Town of Grafton, other master planning activities, and assists with the University's annual capital plan

### University Advocate

- Assists with the maintenance of spatial data, plans, and facilities information for the Grafton campus
- Advocates and implements relevant university sustainability goals in plans including the management of waste, selection of materials and approaches to energy use, and decarbonization
- Approaches responsibilities with a focus on equity and sustainability, ensuring work produced is aligned with the University mission

## What We're Looking For

### **Basic Requirements:**

- Knowledge and skills as typically acquired through completion of a Bachelor's Degree and a minimum of 5 years of professional experience in the field of architecture, campus/facility planning, facilities management, or interior design
- Work independently in a rigorous environment, manage multiple relationships, advance multiple assignments simultaneously to meet deadlines, and work effectively as a member of a project team
- Basic understanding of building and campus infrastructure systems (Mechanical, Electrical, Plumbing, Fire Protection, etc.)
- High attention to detail and organization
- Ability to communicate ideas clearly, both verbally, graphically and in writing
- Proficiency with Autodesk products (Revit & CAD), Microsoft Office Suite (Excel, PowerPoint, Word, Outlook), and Adobe Creative Suite (Illustrator, InDesign) required
- Ability to work with a diverse workforce population, to respect and value differences, and commitment to work effectively in a culturally diverse and inclusive environment

### **Preferred Qualifications:**

- Experience with project management tools (i.e. PMWeb, Microsoft Project); and data entry/management
- An understanding of space planning and design for teaching, research, and clinical practice spaces. Experience within an academic, research or clinical setting

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### **Special Work Schedule Requirements:**

- The position requires an in-person in Grafton, MA at least 3 days per week, on another Tufts campus one day per week, and flexibility to work remote one day per week

### **Pay Range**

Minimum \$84,400.00, Midpoint \$105,550.00, Maximum \$126,700.00

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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