

Administrative Coordinator - Office of Student Affairs at  
Cummings School of Veterinary Medicine  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236931>

Downloaded On: Dec. 21, 2024 11:22am

Posted Jun. 3, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Administrative Coordinator - Office of Student Affairs at Cummings School of Veterinary Medicine
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20552?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20552?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**

**Administrative Coordinator - Office of Student Affairs at  
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The Office of Student Affairs at Cummings School of Veterinary Medicine in Grafton, Massachusetts encourages and supports student success by providing a variety of support services, programs, and activities to enhance the student experience and assist students in meeting the many demands of their personal and academic life. Specifically, the office facilitates students' academic success, enhances personal development, supports student wellness, promotes a sense of community at Cummings School, and provides support to the campus' various student groups. Student Affairs functions as the primary on-campus resource for students, also serving as the "go to" office for information and referrals ranging from off-campus housing options to access to counseling services.

## **What You'll Do**

The Student Engagement Coordinator designs and implements initiatives geared at increasing student engagement, fostering wellness and development, building community, and improving the overall student experience at Cummings School of Veterinary Medicine. Specifically, the Coordinator will support student organizations' events, and coordinate wellbeing and career programming. The position engages with all members of the Cummings School community and is expected to work a schedule that includes occasional evening and weekend hours.

Essential Functions as a Student Engagement Coordinator will be:

### **Student Organizations' Event Support:**

- Serve as a staff liaison to student organizations and provide event support.
- Facilitate training for the student leaders on event planning, risk mitigation, operational logistics, team building, etc. Support all aspects of major student events including Furball, ScaredyCat 5K, SpringFest, etc.

### **Wellbeing Programming:**

- Serve as staff liaison to SAVMA wellness committee and provide event support.
- Coordinate and execute regular wellness events in conjunction with students, faculty & staff.

### **Career Programming:**

- Coordinate and execute regular career development events in conjunction with students, faculty, and staff (i.e. resume workshops, job-search workshops, career conversations, etc).
- Support all aspects of the Career Fair.
- Regularly update the Career Services Canvas site, and maintain and distribute job postings.

### **Additional Duties:**

- Measure and evaluate effectiveness of student affairs initiatives against projected outcomes, prepare periodic reports and present to stakeholders on initiative effectiveness, and work to secure funding for initiatives moving forward.

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- Engage in department, school, and university meetings and activities, particularly activities and events in support of student involvement and connections.
- Participate in school events including but not limited to: orientation, family day, Furball, whitecoat, dean's dinner, commencement, etc.
- Other duties as assigned.

## What We're Looking For

### Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelor's degree in related field
- Event planning experience
- Passion for working with students
- Strong organizational skills
- Excellent communications skills

### Preferred Qualifications:

- Master's degree in education, social work, college student personnel administration, higher education administration, educational leadership, counseling, or a related field
- Experience working at a college or university
- Comfort balancing a range of responsibilities that involve interpersonal and administrative work

## Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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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