

Operations Coordinator - School of Arts and Sciences  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=247755>

Downloaded On: Nov. 21, 2024 1:14pm

Posted Oct. 28, 2024, set to expire Mar. 12, 2025

<b>Job Title</b>	Operations Coordinator - School of Arts and Sciences
<b>Department</b>	Office for Campus Life
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Oct. 28, 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>	Student Services Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21051?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21051?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Office for Campus Life (OCL) coordinates a wide range of services to support the whole student and serves as a resource for life outside of the classroom, promoting and encouraging a healthy balance between curricular and co-curricular experiences and opportunities. The staff of the Office for Campus Life are responsible for student leadership development, campus programming, student organization advising and mentoring, as well as the daily operations of the Mayer Campus Center and other affiliate spaces. The Office for Campus Life takes a leadership role in the planning and implementation of New Student Orientation.

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### What You'll Do

The Operations Coordinator serves as the main administrative contact for the Office for Campus Life. The Operation Coordinator is responsible for:

- Oversight of daily operations and management for the OCL department which includes support for our 50-student employee program, Mayer Campus Center operations, student organization space and event management, as well as customer service initiatives and cross-campus collaborations.
- Processing all student organization event registrations through the student engagement platform and follows up when necessary with campus departments and student organizations.
- Plays a role in Undergraduate Orientation, specifically assisting in the planning and administrative efforts regarding Pre-Orientation programming.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma
- 2-3 years of related customer service and operations experience
- Proficient in Microsoft Word and Excel
- Experience with databases and ability to learn new software applications

#### Preferred Qualifications:

- Bachelor's Degree strongly preferred
- Experience in higher education or student affairs for more than one year is a plus

#### Special Work Schedule Requirements:

This is a hybrid role expected to be on campus at least 4 days each week. Position hours are 7:45 am – 3:45 pm Monday – Friday.

### Pay Range



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Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

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**