

Operations Coordinator - School of Arts and Sciences Tufts University

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

Downloaded On: Oct. 31, 2024 6:14am

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

Job Title	Operations Coordinator - School of Arts and Sciences
Department	Office for Campus Life
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21051?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

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