

Operations Coordinator
Tufts University

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Posted Jan. 7, 2025, set to expire Dec. 31, 2025

Job Title	Operations Coordinator
Department	Academic Space Management
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory Facilities/Maintenance/Transportation Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21273?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The Office of Academic Space Management (ASM) coordinates the operation and management of science, engineering, and interdisciplinary spaces on the Medford campus. The Office of Academic Space Management serves as a resource for the leadership of the School of Arts and Sciences and the School of Engineering when setting priorities for the development and use of research spaces. Specifically, the staff of the Office of Academic Space Management directly oversees the operation of the Tsungming Tu Complex (TTC), the Collaborative Learning and Innovation Complex, Barnum Hall, Eaton Hall, and the Joyce Cummings Center (JCC). In addition, the Office provides advice for the utilization, renovation, and maintenance of the science and engineering laboratory buildings on campus, including 200 Boston Ave., Michael and Pearson Research Building, Halligan Hall, the

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Psychology Building, Bray Laboratory Building, and the Science and Technology Center.

What You'll Do

The Operations Coordinator for the Office of Academic Space management (ASM) is primarily responsible for the daily operations and management of the Tsungming Tu Complex. Hours of this Complex are 9 am – 5 pm, Monday – Friday. The TTC Operations Coordinator provides administrative support to the Assistant Director and Director. This role will also handle the below duties:

- Manages all front-office responsibilities including ordering supplies as well as managing office equipment and maintenance agreements.
- Directly supervises student Office Assistants and completes weekly payroll procedures for student employees in all ASM-managed buildings.
- Manages space reservation process in the TTC and provides support to the JCC Coordinator, Assistant Director, and Director for all ASM-managed buildings.
- Serves as a liaison to all occupants and users of TTC, providing appropriate administrative support to those departments and programs within the complex.
- Provides support to the research and teaching personnel within the TTC with regards to laboratory equipment maintenance, repair, and replacement. This includes managing the maintenance schedule for autoclaves and other laboratory infrastructure for research and teaching laboratories.
- Manages card access and key distribution process for the complex.
- Manages content on the TTC website under the direction of the Assistant Director.
- Updates and generates content for any informational displays within the complex.
- Maintains electronic contact lists for the TTC occupants and regularly distributes operational updates as necessary.
- Serves as a direct contact for Tufts Facilities in the regular maintenance of the complex including the submission of appropriate work orders.
- Serves as a direct point of contact for Tufts Public Safety within the complex.
- Workstation is within the TTC Administrative Office, a very busy reception area with frequent interruptions.
- Works with an operations team that will be overseen by the Assistant Director and Director and include similar positions based at other facilities.
- While the primary responsibility for the coordinator will be the TTC building, at the discretion of the Director, the TTC Coordinator may be asked to provide support at other buildings overseen by the Office of Academic and Research Spaces.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma or GED, and 2-3 years of related operations experience
- Proficient in Microsoft word and excel
- Experience with databases and ability to learn new software applications, including the EMS reservation system

Preferred Qualifications:

- Bachelor's degree in a relevant science or engineering discipline strongly preferred
- More than one year experience in higher education and/or operations management is a plus

Special Work Schedule Requirements:

Hours are 9 am – 5 pm, Monday – Friday. This position is in-person, with the opportunity to occasionally work remotely with supervisor approval. Occasionally, the Coordinator may be asked to work on a weekend or evening to support special event.

Pay Range

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

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