

Property Information Resource GIS Specialist Tufts University

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Downloaded On: Aug. 22, 2025 12:58am

Posted Jan. 20, 2025, set to expire Dec. 31, 2025

Job Title	Property Information Resource GIS Specialist
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Facilities/Maintenance/Transportation
Job Website	https://jobs.tufts.edu/jobs/21312?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

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 campus - together encompassing 275 buildings and approximately 5.8 million gross square feet. The division comprises of 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 supports the University's mission in teaching, research, and clinical practice by enabling and fostering transformative experiences, through stewardship, strategies and services for the campus environment and infrastructure. The integration of sustainability and reaching carbon neutrality is critical to all these efforts. We collaborate across the University to develop integrated, innovative, and feasible near- and long-planning solutions.

What You'll Do

Reporting to the Property Information Resource Manager, the GIS Specialist will collaborate across the University to integrate GIS requirements to a central portal. Operating with a high degree of independence and initiative, this position presents a unique opportunity to lead a new initiative to establish and administer an enterprise GIS system within the Operations Division at Tufts University.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by a Bachelor's degree in GIS, Geography, Computer Science, Information Systems/Technology or related field with 5-7 years of experience
- Proficiency in managing GIS and ESRI products including ArcGIS Enterprise, ArcGIS Pro, ArcGIS Online; experience with ESRI ArcGIS Indoors preferred
- Proficiency with Microsoft Office Suite (Excel, PowerPoint, Word, Outlook)
- Experience with Autodesk products (Revit, Civil3D & CAD) & Adobe (Illustrator) preferred
- Experience with FME and working knowledge of ETL routines preferred
- Ability to work and learn independently with skills in researching problems to find solutions
- Effective time management and organizational skills
- Ability to read and understand design and construction drawings including utility and site plans
- Ability to communicate ideas clearly, both verbally, graphically and in writing
- Demonstrates ability to work with a diverse workforce and population and to respect and value differences
- An ability and commitment to work effectively in a culturally diverse and inclusive environment

Special Work Schedule Requirements:

- This job involves responsibilities that are performed in a hybrid working environment
- Flexible work arrangements can be amended or terminated by a manager with reasonable notice if work requirements or business needs change

Pay Range

Minimum \$78,050.00, Midpoint \$97,600.00, Maximum \$117,150.00

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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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