

## Materials Administrator - School of Dental Medicine Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=256626>

Downloaded On: Jul. 12, 2025 7:00am

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

<b>Job Title</b>	Materials Administrator - School of Dental Medicine
<b>Department</b>	Tufts University School of Dental Medicine
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 7, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21846?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21846?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

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### What You'll Do

- The Materials Administrator is responsible for the purchase and inventory process of dental materials and supplies needed to ensure patient treatment and smooth operations of departments serviced by the Controlled Materials Room.
- Under supervision of Materials Management this position is responsible for ensuring adequate inventory levels of implants, components and surgical supplies such as bone and membrane.
- This individual is responsible for organizing implants and components from multiple manufacturers to support excellent patient care.
- Other responsibilities include managing purchase and distribution of denture teeth and gold prosthodontic procedures and maintaining security and close accountability of materials use.
- This position is responsible to perform and report on semi-annual inventories of supplies and materials in Controlled Materials Room.
- With the support of Materials Management, this position is responsible to ensure adequate availability of needed materials; cost efficient purchases of inventory; organized documentation of purchasing and dispensing materials; accurate detailed documentation of inventory on hand.
- The Materials Administrator works closely with the Materials Management department and follows Tufts University purchasing policies and protocols and maintains security of the materials.
- The Materials Administrator adheres to policies, procedures, and best practices in the areas of procurement, inventory control, receiving, storage and distribution of supplies.
- This position interfaces directly with clinic/school staff and students with regards to Controlled Materials that have been requested to ascertain specifications and need.
- Other duties as assigned.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High School Diploma and 3-5 years of experience.
- Advanced computer skills, including knowledge of MS Word, Excel, and PowerPoint.
- Ability to multitask and meet concurrent deadlines.
- Strong customer service skills.
- Strong organizational skills.
- Strong interpersonal skills.

### Pay Range

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Minimum \$24.30, Midpoint \$28.90, Maximum \$33.50

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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