

Administrative Coordinator
Tufts University

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

Job Title	Administrative Coordinator
Department	School of the Museum of Fine Arts
Institution	Tufts University Medford, Massachusetts
Date Posted	May 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21838?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The School of the Museum of Fine Arts Graduate Program offers [graduate](#) and [non-degree programs](#), with [areas of study](#) that run the gamut from painting and sculpture to performance to virtual reality. Students work with faculty across [two campuses](#) that together encompass almost 450,000 square feet of classroom, library, and studio space. We are closely connected with the [Museum of Fine Arts, Boston](#), and part of [Tufts University's School of Arts and Sciences](#). Our graduates go out into the world as highly skilled scholar-artists ready to make a difference.

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What You'll Do

The Administrative Coordinator for the SMFA Graduate Program will provide support and coordination for the SMFA Graduate Programs which include the Master of Fine Arts and Post Baccalaureate programs. The Administrative Coordinator will handle the below essential functions:

Operations Support

- Support the daily operation of the SMFA Graduate Program through providing front-desk coverage and assistance for staff, faculty, students, and guests.
- Provide general guidance and explanation of departmental policies and procedures. The Administrative Coordinator may also be asked to communicate on behalf of managers to explain or disseminate information.
- Provide support with campus events, special projects, visiting artist lectures, and activities via the placement of work orders, the arrangement of travel, catering, finance, and other needs.
- Oversee room reservation system for SMFA Mission Hill studio building spaces.
- Assist in the maintenance of the SMFA Graduate Program by stocking varied office supplies and assisting in the reservation of classroom and workspaces for faculty, staff, and students.
- Assist with varied projects for the [Associate Director of Graduate Programs] and [Graduate Program Director], as needed.

Faculty and Student Support

- Post student employment opportunities, receive applications, and assist in hiring and payroll for students and temporary employees.
- Work with the [Associate Director of Graduate Programs] and the [Director of Graduate Programs] to process receipts and financial reports for Graduate Programs and monitor Department and Area spending, assisting students with questions, as needed.
- Process honoraria for visiting artists and general payments to outside vendors.
- Assist with the processing of Teaching Assistantships, Post-Graduate Teaching Fellowships, travel grants.
- Assist with orientation of Mission Hill studio building for new students, staff, and faculty, as needed.
- Oversee, along with the Associate Director of Graduate Programs and SMFA facilities team, the Mission Hill studio building, which may include submitting work orders for building maintenance, building repair, building cleanup, and restocking supplies.
- Assist with managing the calendar for shared workspaces at Mission Hill studio building and the SMFA Graduate Programs.
- Assist with managing the calendar for the Graduate Programs which may include academic calendars, visiting artist lecture series, MFA thesis, events, and building maintenance.

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- Creating and managing a graduate program newsletter for students which includes both internal and external opportunities for exhibitions, funding, residencies, etc.
- Maintains the SMFA MFA Instagram account.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma/GED and 5+ years of administrative experience OR a Bachelor's degree and 3+ years of experience
- Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge
- Bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills
- Knowledge of Adobe Suite and poster design

Preferred Qualifications:

- Bachelor's degree preferred
- Preferred knowledge of Qualtrics and other survey software.

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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