

Operations Coordinator - Joyce Cummings Center
Tufts University

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

Job Title	Operations Coordinator - Joyce Cummings Center
Department	Office of Academic Space Management
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)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21529?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, the Collaborative Learning & Innovation Complex, Barnum Hall, Eaton Hall, and the Joyce Cummings Center. 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 & Pearson Research Building, Halligan Hall, the Psychology Building, Bray Laboratory Building, and the Science and Technology Center.

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What You'll Do

The JCC Operations Coordinator for the Office of Academic Space management (ASM) is primarily responsible for the daily operations and management of the Joyce Cummings Center (JCC) and the Collaborative Learning and Innovation Complex (CLIC). The Operations Coordinator provides administrative support to the Assistant Director and Director. This role will also:

- Manage all front-office responsibilities including ordering supplies as well as managing office equipment and maintenance agreements.
- Directly supervise student Office Assistants onsite and works with the TTC Operations Coordinator to recruit, train, and manage student workers in all ASM-managed buildings.
- Manage space reservation process in the JCC and provides support to the TTC Coordinator, Assistant Director, and Director for all ASM-managed buildings.
- Serve as a liaison to all occupants and users of the JCC and CLIC, providing appropriate administrative support to those departments and programs.
- Manage card access and key distribution process for those buildings.
- Manage content on the JCC website under the direction of the Assistant Director and Director.
- Update and generate content for any informational displays within the complex. Maintains electronic contact lists for occupant groups and regularly distributes operational updates as necessary.
- Serve as a direct contact for Tufts Facilities in the regular maintenance of the buildings including the submission of appropriate work orders.
- Serve as a direct point of contact for Tufts Public Safety within the buildings. The work station is within a shared office in the JCC, a very busy reception area with frequent interruptions.
- Collaborate 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 JCC and CLIC buildings, at the discretion of the Director, the JCC Coordinator may be asked to provide support at other buildings overseen by the Office of Academic Space Management.

What We're Looking For

Basic Requirements:

- High school diploma or GED required
- 2-3 years of related operations experience

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- Experience with databases, ability to learn new software applications, including the EMS reservations system
- Experience with web page management
- Proficient in Microsoft Word and Excel

Preferred Qualifications:

- Bachelor's degree strongly preferred
- Experience in higher education and/or operations management more than one year experience are a plus

Special Work Schedule Requirements:

Hours are 9 am – 5 pm, Monday – Friday. Occasionally, the Coordinator may be asked to work on a weekend or evening to support special events. This position is expected to be mostly on-campus.

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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