

Administrative Coordinator - Dining Services Tufts University

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Downloaded On: Aug. 24, 2025 8:09am

Posted May 12, 2025, set to expire Dec. 31, 2025

Job Title	Administrative Coordinator - Dining Services
Department	Tufts Dining
Institution	Tufts University Medford, Massachusetts
Date Posted	May 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Dining Services
Job Website	https://jobs.tufts.edu/jobs/21886?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts Dining is a self-operated food service provider that manages a comprehensive collegiate food service program across the Tufts University Medford/Somerville and SMFA campuses. We deliver highquality, contemporary, and innovative food and hospitality services to meet the diverse needs of students, faculty, staff, administrators, and visitors in a fiscally responsible manner. Our team operates a responsive resident dining program for approximately 5000 students, along with progressive retail services and a distinctive university catering program. We serve the campus community, which includes 6,600 undergraduates, 1,700 graduate students, and 2,300 faculty, staff and administrators.

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What You'll Do

Under moderate supervision, the Administrative Coordinator will provide comprehensive administrative support to the Senior Director of Dining Services, ensuring the smooth operation of dining services across the Medford/Somerville and SMFA campuses. This role requires a proactive and detail-oriented individual who can manage multiple tasks and projects simultaneously, while maintaining a high level of professionalism and confidentiality.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by:
- High school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of experience
- Requires advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge
- In addition, bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills

Preferred Qualifications:

- Analysis and presentation skills
- Ability to write and edit
- Knowledge of collegiate dining

Work Schedule Requirements:

- This position's schedule is Monday – Friday: FT 35 hours, 9:00 AM to 5:00 PM
- 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

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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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