

**Administrative Coordinator  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=259219>

Downloaded On: Jul. 12, 2025 4:47pm

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

<b>Job Title</b>	Administrative Coordinator
<b>Department</b>	Admissions Office
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 7, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22050?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22050?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**

The Admissions Office is responsible for oversight of the admissions process for all students entering into the MD program. This includes record keeping, supporting other offices with applicant and outcomes data, and interacting with leadership or others at Tufts who have a legitimate interest in the admissions process. The office supports the Admissions Committee made up of administrators, faculty and fourth-year MD students and manages weekly interview days, monthly committee meetings and annual trainings. The office also runs various admissions events including information sessions, recruitment events and educational programming.

**What You'll Do**

Administrative Coordinator provides advanced administrative support and communications for the Admissions Office. S/he will handle complex and confidential situations and requests and serve in a

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highly visible capacity as resource for the office with applicants, students, staff, faculty and other constituents. A primary focus will be managing the high volume of daily communication via email, phone, written mail and in-person inquiries. S/he will plan and coordinate office meetings, compile agenda items and take minutes. The Administrative Coordinator will often be the initial Admissions office resource to respond to questions, requests and issues. S/he will work collaboratively to address these inquiries appropriately including; providing direct responses, referring the issue/individual to other staff, and escalating the issue to his/her supervisor. Administrative Coordinator will manage the appointment calendars of the Admissions Deans and will specifically support both the Dean and the Associate Dean on tasks as assigned. S/he should have a passion for working collaboratively and with a "customer" focus, as they will participate in Admissions projects, activities and events including Virtual Interview Days, Monthly Committee Meetings and annual Committee Trainings. The Administrative Coordinator will report directly to the Associate Dean of Student Affairs and Admissions. Work location is Boston Campus with work days Monday through Friday. (This is not a remote-work position.)

Serves as primary department contact for customers:

- Serve in a highly visible capacity as resource for department including frequent interactions with internal and external customers; communicates on behalf of deans or associate directors to explain or disseminate information
- Triage phone calls and prioritize email; briefs office colleagues on issues needing immediate attention
- Explain and implements general department policies and procedures (refers non-standard inquiries)
- Research and resolve customer problems and concerns
- Escalate emergencies, and other time sensitive issues
- Prepare, facilitate and manage highly confidential communications and information

Provides advanced administrative support:

- Provide advanced level administrative support for admissions deans and associate directors
- Track status on ongoing matters and follow up as required
- Schedule appointments and maintain a complex calendar
- Submit expense reports, process payments to vendors
- Evaluate and make recommendations for office automation and information technology needs

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Produces and drafts reports and other complex documents and materials:

- Prepare and draft letters, memos, reports, brochures, newsletters and other material, as directed
- Design graphics and layout for brochures, presentations and other recruitment materials
- Create and maintain spreadsheets and databases and prepare reports, tables and charts
- Draft reports or summaries on specific subject areas (e.g. monthly office expense report)
- Collect and organize final application folders and transfer folders to registrars by deadline dates

Plans and coordinates Meetings or Special Events:

- Assist in planning admissions events; gather meeting date availability, determine available venues, coordinate catering, audio visual, room set-up requirements and identify other set-up needs
- Coordinate logistics on-site during event or program
- Coordinate annual online info sessions (webinar format)
- Gather requests for on-site college visit days for office review and documents outcome and/or next steps

Plans and coordinates programs and/or projects for the department:

- Lead the student volunteer program, securing a group of current students to engage with applicants
- Create and manage private communication groups post-acceptance (Facebook, GroupMe)
- Review and respond to Housing email inquiries and provide housing resources to incoming applicants
- Maintain department website and support social media presence

Additional duties as assigned:

- Will work on other Admissions/Medical School projects, events and activities as needed

## What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through bachelor's degree and 3+ years of experience OR a high school diploma/GED and 5+years of advanced administrative experience.

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- 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 is needed.
- This position requires excellent organizational skills and attention to detail, superior communication and interpersonal skills, and the ability to work well on a team as a proactive collaborator.

**Preferred Qualifications:**

- Bachelor's Degree.
- Experience in Higher Education administration.
- Experience in student support services/admissions.

**Pay Range**

Minimum \$27.30, Midpoint \$32.50, Maximum \$37.70

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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