

**Administrative Coordinator
Tufts University**

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Posted Jul. 9, 2025, set to expire Dec. 31, 2025

Job Title	Administrative Coordinator
Department	Mechanical Engineering
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 9, 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/22021?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Mechanical Engineering Department seeks highly motivated candidates to apply for our Administrative Coordinator position

What You'll Do

- Under limited supervision, provides advanced administrative support and coordinates operations for department or business unit. Handles confidential situations, resolves problems, and serves as primary resource for students, faculty, staff, and other constituents.
- Serves as highly visible resource for internal and external constituents; explains/enforces department policies and procedures; researches and resolves escalated problems or concerns, and may communicate on behalf of managers. May monitor and request updates to the website

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and social media channels, and work with the marketing and communications team on communications projects and materials.

- Produces and edits complex documents, reports, spreadsheets, and material for presentations. Responds to routine correspondence; prepares meeting agendas and minutes.
- Coordinates multiple calendars and schedules complex meetings and logistics that may include external groups/constituents.
- Oversees daily operations of the department or business unit. Evaluates workflow, productivity, and customer service. Oversees services from university departments to ensure technology, facilities, procurement, and other needs are met.
- Oversees databases and file systems. Manipulates and audits data or requests data from other sources for reports for analysis.
- Coordinates plans and logistics for projects and larger scale events. Handles marketing and publicity, communication with speakers and coordination of venue. Tracks project time-lines and deliverables.
- Monitors and tracks expenditures, researches and resolves problems, prepares reports, assists with assigned projections, and works with department/unit leadership as needed. May assist with monitoring grants and contracts.
- Trains new support staff, students, and temporary help. May provide direction, guidance, and feedback on work performance. Prepares and monitors human resources and payroll transactions.
- Performs other duties as needed.

What We're Looking For

- Knowledge & Skills as Typically Acquired Through a High School/GED and 5 years of related experience
- College degree may serve as a substitute for some years of experience
- Advanced knowledge of Microsoft Office suite.
- Ability to monitor financial transactions.
- Strong organizational and interpersonal skills.

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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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