

Academic and Event Scheduling Coordinator
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=260977>

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Posted Aug. 11, 2025, set to expire Dec. 31, 2025

Job Title	Academic and Event Scheduling Coordinator
Department	Registrar's Office
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Facilities/Maintenance/Transportation Admissions/Student Records/Registrar
Job Website	https://jobs.tufts.edu/jobs/22191?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Under the leadership of the Associate Dean for Student Administrative Services, the Registrar's Office is responsible for secure maintenance of student academic records and compliance with FERPA and other federal and state regulations related to these records for the undergraduate and graduate students in the Schools of Arts, Sciences, and Engineering and for non-matriculated students through University College. The Registrar's Office is supported by the curriculum and space management staff, records management staff and Student Services. Student Services is the first point of contact bridging academic and administrative functions and services at Tufts. Student Services provides a wide range of support, from guidance on how to pay tuition, apply for financial aid, obtain a transcript, register for classes, and leverages their service center structure in support of other student facing department's service needs when appropriate. Student Services collaborates with students, families, faculty, staff, and outside agencies to provide accurate and timely information and support of the completion of

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university transactions, as they relate to their areas of expertise.

What You'll Do

Working within the Office of the Registrar, the Academic and Event Scheduling Coordinator manages the scheduling and reservation process for approximately 50% of spaces on the Medford/Somerville campus. This role orchestrates scheduling and placement of courses for the schools of Arts, Sciences, Engineering, and University College on the Medford/Somerville and Fenway campuses and manages the co-curricular scheduling for events and meetings on the Medford/Somerville campus. The Coordinator will:

- Collaborate with internal and external constituents to advise on best use of university facilities, provide system usage support, manage user account access to desktop and online scheduling applications, and ensure that space policies are appropriately documented and enforced.
- Manage space reservations for commencement, orientation, and final exams.
- Act as the functional administrator for the campus scheduling system and support users across the University with system usage and enhancements.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma and 1-3 years' experience in student activities or college union
- Experience with Event Management Systems (EMS) preferred
- Excellent interpersonal and customer service skills
- Understanding of and commitment to issues of cultural diversity and college student development
- Demonstrated leadership, advisory, organization, and management skills

Preferred Qualifications:

- College degree preferred

Special Work Schedule Requirements:

This is a hybrid role expected to be on campus at least 3 days each week.

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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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