

**Administrative Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=261648>

Downloaded On: Aug. 26, 2025 2:39pm

Posted Aug. 26, 2025, set to expire Jan. 7, 2026

Job Title	Administrative Coordinator
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Institutional Advancement Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22259?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

Tufts University Advancement is seeking an Administrative Coordinator to manage numerous administrative activities and processes for the 200+ member division; to provide administrative support to the director of Advancement Operations; and to manage day-to-day building management requests. This individual operates under minimal supervision and handles complex and confidential situations and requests.

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. The coordinator will handle complex confidential environment handling requests in a highly visible capacity. This person will produce and draft reports and other complex documents and materials, including proofreading and editing, designing layout and graphics

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for presentations and our intranet. Will also gather data, conduct research, and draft reports, summaries, or material for presentations. This person will perform weekly payroll submission for non-exempt employees and assist with administrative tasks Director of Advancement Operations. May also coordinate programs and/or projects for the department.

What You'll Do

Essential Functions

- 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 website and social media channels and work with 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 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 timelines 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

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Key Tasks:

- Weekly payroll submission for non-exempt UA staff
- Monthly time off tracking for exempt UA staff
- Assist with the coordination and execution of Division Meetings & annual conference
- o Update slides
- o Assist in coordinating & planning logistics
- Provide administrative support to Director to Advancement Operations & the Associate Executive Director of University Advancement.
- o Manage calendar and schedule meetings.
- o Manage travel and expense reimbursements.
- o Assist with proofreading, editing, and designing presentations.
- o Light budgeting.
- o Assist with other tasks as needed.

Serves as backup:

- Assist and coordinate vendor visits.
- Order and restock supplies.
- UA4YOU Management.
- o Updating and keeping current news and events on the intranet.
- o Sending out weekly UA Updates email.
- Address routine facilities issues across all three campuses
- Assist with space planning efforts

What We're Looking For

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Basic Requirements

- Knowledge and Skills typically acquired through a High School/GED diploma and 5 plus years of related experience
- Advanced knowledge of Microsoft Office suite.
- Ability to monitor financial transactions.
- Strong organizational and interpersonal skills.
- A college degree may serve as a substitute for some years of experience

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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