

**Administrative Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=262251>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Jan. 22, 2026

Job Title	Administrative Coordinator
Department	Department of Ambulatory Medicine and Theriogenology
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 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/22290?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Ambulatory Medicine and Theriogenology includes faculty engaged in clinical service, teaching, and research across all aspects of large animal medicine and surgery. The department is home to the Tufts Veterinary Field Service, which promotes the health and well-being of farm animals through environmentally responsible husbandry practices, population-based preventive medicine, and targeted therapies. The Tufts Veterinary Field Service provides veterinary care for livestock and farm companion animals, supporting farm animal owners while offering veterinary students hands-on experience, knowledge, and training to prepare the next generation of large animal veterinarians.

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What You'll Do

Under limited supervision, the Administrative Coordinator provides advanced administrative support and coordinates operations for the department or business unit. Handles confidential situations, resolves problems and serves as primary resource for students, faculty, staff and other constituents.

Essential Functions as an Administrative Coordinator for The Department of Ambulatory Medicine and Theriogenology you will:

- Serve as highly visible resource for internal and external constituents; explains/enforces department policies and procedures;
- Research and resolve 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.
Produce and edit complex documents, reports, spreadsheets and material for presentations.
- Respond to routine correspondence;
- Prepare meeting agendas and minutes.
Coordinate multiple calendars and schedules complex meetings and logistics that may include external groups/constituents.
- Oversee daily operations of department or business unit.
- Evaluate workflow, productivity and customer service.
- Oversee services from university departments to ensure technology, facilities, procurement and other needs are met.
- Oversee databases and file systems.
- Manipulate and audits data or requests data from other sources for reports for analysis.
- Coordinate plans and logistics for projects and larger scale events.
- Handle marketing and publicity, communication with speakers and coordination of venue.
- Track project timelines and deliverables.
- Monitor and track 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.
- Train new support staff, students and temporary help. May provide direction, guidance and feedback on work performance.
- Prepare and monitors human resources and payroll transactions.
- Performs other duties as needed.

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What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- High School/GED or a College degree which may serve as a substitute for some years of experience
- 5+ years in a related work setting
- Knowledge & Skills as Typically Acquired Through working in a busy office / clinic environment with a variety of clients / stakeholders
- Advanced knowledge of Microsoft office suite.
- Ability to monitor financial transactions.
- Strong organizational and interpersonal skills.

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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