

**Administrative Coordinator  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=262328>

Downloaded On: Sep. 11, 2025 3:48pm

Posted Sep. 11, 2025, set to expire Jan. 23, 2026

<b>Job Title</b>	Administrative Coordinator
<b>Department</b>	Office of Corporate and Foundation Relations
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Sep. 11, 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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22327?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22327?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Tufts University Office of Corporate and Foundation Relations (CFR) works with external associations, corporations, and foundations to identify their interests and needs with respect to engaging with Tufts University. CFR facilitates dialogue and collaboration with administration, faculty, and staff across all schools to build mutually beneficial partnerships that help both Tufts and its external partners achieve their goals.

## What You'll Do

The Administrative Coordinator will provide essential support to the CFR office broadly, to the Senior Director specifically, and more directly to the Schools of Arts and Sciences, Engineering, and Nutrition. This role is critical to the smooth operation of CFR activities and to maintaining strong relationships

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with internal and external stakeholders.

Under the direction of the Director of Corporate and Foundation Relations for the School of Arts and Sciences, the Administrative Coordinator will:

### Central Tasks

- Manage and prioritize communications with external and internal constituents
- Organize and plan logistics for meetings, retreats, and events
- Proofread and compose correspondence and reports
- Assist with booking gifts and grants
- Track incoming funds
- Provide project coordination for CFR internal processes
- Manage and coordinate budget and purchasing
- Manage website content and updates
- Work with the Assistant Director to maintain a calendar of internal and external grant proposals for each school
- Support the Arts & Sciences, Engineering, and Nutrition team with maintaining the database
- Assist with extracting data from the CRM (database)
- Liaise with Human Resources

### What We're Looking For

#### Basic Qualifications:

- Knowledge and Skills typically acquired through a High School/GED diploma and 5 plus years of related experience
- Intermediate to advanced proficiency in Microsoft Office Suite and calendaring tools
- Proven ability to think clearly, stay organized, remain levelheaded, and be solution-oriented
- Self-starter with strong efficiency and productivity; works well independently and collaboratively
- Bookkeeping or basic accounting knowledge
- Ability to lift up to 25 pounds (e.g., for paper storage); no physical labor required

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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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