

**Student Services Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=262610>

Downloaded On: Sep. 17, 2025 6:54pm

Posted Sep. 17, 2025, set to expire Jan. 29, 2026

Job Title	Student Services Coordinator
Department	Tufts University School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/22315?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University School of Medicine Office of Graduate Student Services oversees admissions, recruitment marketing, registration, career services, and student services for about 1,000 plus students in the Doctorate in Physical Therapy (DPT), Master of Public Health (MPH), Master of Medical Science (MMS) by the Physician Assistant Program, Graduate School of Biomedical Sciences (GSBS) and Master of Science in Biomedical Sciences (MBS) on the Boston Health Sciences Campus.

The Office of Graduate Student Services (OGSS) oversees the administrative operations of the School of Medicine's graduate programs, including admissions, registration, career services, clinical site development, and student services functions.

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What You'll Do

This is a part-time position at 17.5 hours per week. This role is hybrid (combination of onsite and remote), where you are required to be onsite at our Boston, MA Health Sciences campus 2-3 days per week. Specific days and a schedule will be determined between you and your manager.

Reporting to the Director of Student Affairs, the Student Services Coordinator is a key member of the OGSS team and is responsible for delivering administrative, organizational, and project support to ensure effective services for students. The coordinator engages with staff, colleagues, as well as students, alumni, faculty, employers, and vendors. Communication, collaboration, and strong customer-service orientation are integral to success, as are technical and administrative skills, and the ability to manage tasks and meet deadlines.

Office Manager Responsibilities:

- Oversee day-to-day office operations e.g. facilities, telephone, internet, computers, bill payments, mail disbursement, office supply ordering and equipment etc.
- Triage phone and email inquiries; briefs managers on issues needing immediate attention.
- Explain and reinforce university policies and procedures and escalate emergencies or other sensitive issues.
- Prepares, facilitates, and manages confidential communications and information.
- Responsible for purchasing and procurement for office needs, events, and programs.
- Reconcile and report P-Card expenditures and maintain any necessary financial records.
- Oversees spending and resolves problems for contracts and payment for site contracts.
- Assists with long-term planning and expenditures.
- Arranges for room reservations/setup and AV equipment for meetings and events.
- Serve as primary monitor for the Student Services and Accommodations email inbox.
- Attend weekly Team meetings.
- Attend other regular and ad-hoc meetings as required.
- Committee/Task Force memberships as assigned.
- This role is responsible for other duties as assigned.

Student Affairs Responsibilities:

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- Support Student Affairs, Registrar, Admissions, and Career Services teams with specific projects and events; including but not limited to reports, filing, verifications, managing e-lists, maintaining databases, documentation management, open houses, career fairs, orientation, alumni events, and commencement.
- Deliver high-level customer service to students and stakeholders, connecting them to people, answers, and resources, and honor our commitment to promoting and supporting a diverse and inclusive student life.
- Assists in coordinating commencement and orientation related activities.
- Liaison to student senate e.g., yearly elections, process expenses, assist with events etc.
- Tracks student group and student senate budgets.
- Provide exam proctoring for students with accessibility/disability accommodations.
- Manage and update student and alumni email list serves.
- Assists with assembling info for promotional materials, website, accreditation.
- With the Director of Student Affairs develop connections, resources, and processes to support the overall student experience as well as section events/activities.
- Support the Associate Dean and Director of Student Affairs in efforts to enhance student life.
- Refine systems and processes that promote sustainable student knowledge capture and transition, as well as efficient workstreams for staff.
- Assist in planning events, including identifying topics, activities, and/or speakers to build engagement.
- Provide on-site support during school-wide events, such as orientation, commencement, admissions open houses, services, etc.
- Coordinates logistics on-site during event or program.
- Manage and track student reimbursements.

What We're Looking For

Basic Requirements:

- Bachelors degree, with 1-3 years of office or education experience.
- Strong follow through and project management skills.
- Requires advanced knowledge of Microsoft Office Suite, including word processing, editing and graphics functions, and spreadsheet and database knowledge.
- In addition, excellent organizational, teamwork, and interpersonal skills.
- Excellent written, verbal, and interpersonal skills for effectively communicating with diverse students and facilitating productive collaboration within the workplace.

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Preferred Qualifications:

- Experience in project coordination, student activities events delivery, higher education, or similar fields.
- Experience with logistical coordination, customer service, and event planning.
- Commitment to supporting the work of graduate students in a rigorous academic environment.

Pay Range

Minimum \$24.70, Midpoint \$29.50, Maximum \$34.20

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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