

**Administrative Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=267802>

Downloaded On: Nov. 4, 2025 9:31am

Posted Nov. 3, 2025, set to expire Mar. 18, 2026

Job Title	Administrative Coordinator
Department	Department of Computer Science
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 3, 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/22474?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts Department of Computer Science (CS) is one of the largest academic departments on the Tufts Medford campus and offers multiple degree programs at the undergraduate and graduate levels. Computer science has been the most popular major at Tufts since 2015, has enrollments of more than 6,000 annually, and graduates more than 350 students per year. The size of the faculty and staff has more than doubled over the past decade. It currently has over 50 full-time and part-time faculty and 1,300 students (including majors, minors, and all grad students), offering nearly 150 courses a year. The CS department is located in the Joyce Cummings Center, the newest academic building on campus, situated immediately adjacent to the new Medford/Tufts Green Line station.

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What You'll Do

Essential Functions:

Under minimal supervision, this position provides advanced administrative support and coordinates operations for the Department of Computer Science. This position is often known as “the face of the department” and serves in a highly visible capacity as a resource for students, faculty, staff, and other constituents, handling complex situations and requests.

Office operations. Serves as highly visible resource for internal and external constituents; researches and resolves escalated problems or concerns and may communicate on behalf of the department chair or department manager. Primary department contact for front office/reception. Responds to general emails; manages office and kitchenette; manages student workers; provides admin support as requested. Manages room reservations and food orders for general department events; schedules meetings and handles department calendar. Coordinates updates of dept website.

Building and academic operations support. Processes facilities requests and card access requests; coordinates on department's behalf the scheduling of course office hours and final exams. Project coordinator for related issues such as faculty office moves.

Reports, documentation, budget tracking. Tracks budget for related responsibilities such as catering, events, etc.; takes minutes at faculty meetings as needed. May be asked to assist on data collection for surveys.

Event planning. Manages CS faculty meeting series and supports the department colloquium series; provides primary support for start-of-year and end-of-year celebrations, and other events as requested by the chair.

Additional support. Performs other duties as needed; examples include serving as backup support to other staff members when others are experiencing peak demand (the front office team consists of 8 people) or special project requests from the department chair, department manager, or faculty.

This description is not intended to be all-inclusive. Employee may perform other duties as assigned to meet the ongoing needs of the organization.

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What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by a High School /GED and 3 plus years of experience or a college degree may serve as a substitute for some years of experience
- 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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