

Administrative Coordinator - Global Education Tufts University

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Posted Nov. 6, 2025, set to expire Mar. 20, 2026

Job Title	Administrative Coordinator - Global Education
Department	Global Education (TGE)
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 6, 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/22505?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Tufts Global Education (TGE) serves as a hub of international programs and initiatives at the School of Arts and Science and School of Engineering. TGE oversees study abroad, international exchange programs, international learning collaborations, and faculty-led custom programs. We currently operate 11 of our own programs, Tufts Programs Abroad, in Chile, China, Ghana, Hong Kong, Japan, London, Madrid, Oxford, Paris, Pavia, and Tübingen. We facilitate student participation in approved partner programs throughout the world. TGE develops custom programs abroad during winter and summer sessions. Around 45% of the junior class studies abroad for a semester or a full academic year. We host international exchange students and visiting scholars who attend Tufts for an academic term or custom program. We offer international summer research and internship opportunities. The division works with faculty, students, and Tufts University on global engagement.

What You'll Do

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the department. The Coordinator will handle complex and confidential situations and requests and serve in a highly visible capacity as resource for department with students, staff, faculty and other constituents. The role will:

- Oversee daily operation of the Medford office, evaluate workflow and productivity, and provide guidance to team members.
- Produce and draft reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations.
- Coordinate department budget to include monitoring, tracking expenditures, troubleshooting problems and preparing reports.
- Gather data, conduct research and draft reports, summaries or material for presentation.
- Plan and coordinate meetings and special events, including complex travel schedules, and conference plans,
- Provide administrative support for the team on outreach including posting on social media, poster on campus, and submitting to newsletters and other outlets.
- Coordinate programs and/or projects for department.

What We're Looking For

Basic Requirements:

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- Typically a high school diploma/GED and 5+ years of administrative experience OR Bachelor's degree and 3+ years of experience.
- Requires advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge.
- Bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills
- Highly organized with strong customer service and time-management skills
- Ability to pay attention to a high volume of details, meticulous accuracy, and complex requests
- Ability to multitask and prioritize with multiple deadlines
- Ability to take initiative, and work both independently and collaboratively
- Strong analytical and problem-solving skills
- Ability to work with frequent interruptions and with a variety of constituents

Preferred Qualifications:

- Knowledge or ease with software, CRM systems, and cloud-based programs. Familiarity with Canvas, Canva, InDesign, and Terra Dotta
- Knowledge of a foreign language
- Experience working with a diverse and international student and staff population
- Project management assistance
- Demonstrated experience tracking workflow, tasks, and deadlines
- Should be energetic, patient, flexible, and open to diverse work styles within the division

Special Work Schedule Requirements:

This is a hybrid role expected to be in person most days during the academic year with the possibility of additional remote flexibility during university breaks. There is occasional evening or early work hours and a few weekend hours for specific planned events.

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.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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