

**Administrative Coordinator
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=268629>

Downloaded On: Nov. 24, 2025 6:25pm

Posted Nov. 24, 2025, set to expire Apr. 5, 2026

Job Title	Administrative Coordinator
Department	Office of the Provost
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 24, 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/22590?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Provost is responsible for setting and guiding institutional and budgetary priorities that advance the partnerships, collaborations, and planning initiatives on four Massachusetts campuses and an international center in Talloires, France. This team of academic leaders ensures that our educational and research programs are of the highest quality by working closely with faculty. Office of the Provost is also responsible for the library system, international and industry collaborations, and the ten Boards of Advisors and supports the Vice Provost for Diversity and Inclusion who provides strategic vision and oversight for diversity and inclusion across the university.

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What You'll Do

Under minimal supervision, the Administrative Coordinator provides advanced administrative support and communications for the Office of the Vice Provost for Research (OVPR). The Administrative Coordinator participates in the daily operation of the front office. They will handle complex and confidential situations and requests and serve in a highly visible capacity as a resource for the office with students, staff, faculty and other constituents. They will produce and draft reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations. They will coordinate the budget for discrete projects and events, including monitoring, tracking expenditures, troubleshooting problems and preparing reports.

The Administrative Coordinator will also gather data, conduct research and draft reports, summaries or material for presentation. They will plan and coordinate meetings and special events, including contacting speakers, designing promotional material and coordinating support for speakers and presenters. They may also coordinate programs and/or projects for the office.

What We're Looking For

Basic Requirements:

Knowledge and experience as typically acquired through:

- A High School diploma/GED and 5+ years of administrative experience OR a Bachelor's degree and 3+ years of experience
- Advanced knowledge of Microsoft Office suite including word processing, editing, PowerPoint, and graphics functions, spreadsheet and database knowledge
- Bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills

Preferred Qualifications:

- Experience in higher education administration is a plus.

Pay Range

Minimum \$27.30, Midpoint \$32.50, Maximum \$37.70

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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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