

Supervisor Business Operations Auxiliary Services Tufts University

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Downloaded On: May. 14, 2024 8:54am

Posted Feb. 5, 2024, set to expire Dec. 31, 2024

Job Title	Supervisor Business Operations Auxiliary Services
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://jobs.tufts.edu/jobs/20130?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Auxiliary Services, part of the Operations Division, currently manages the following departments and programs; Parking, ID Card Office, Transportation (Shuttles, Fleet, Accessible Transit), Vending, Residential Laundry, Contract Dining units, Event and Conferences, Tufts Bookstore and SMFA Art Store. Auxiliary Services supports Tufts University on (4) campuses and remote programs; Tufts University (Medford, MA), The Cummings School of Veterinary Medicine (Grafton, MA), Tufts Medical & Dental Schools (Boston, MA), The School of The Museum of Fine Arts (Boston, MA).

What You'll Do

The Supervisor Business Operations (AMBO) will support the operational and administrative needs of the auxiliary services team. Managing 3 direct reports, the AMBO will delegate tasks and assign responsibilities across their team. The AMBO will provide support

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and management of campus services programs, assist department leads with budget forecasting and preparation, assist with creating, tracking and processing purchase orders, and manage a team that oversee virtual parking ticket validation. The AMBO will work to enhance the level of service that the auxiliary services department provides the university, with a focus on creating processes that enhance both internal and external customer service.

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired through completion of Associates degree or equivalent work experience
- Ability to work independently and within a team.
- Experience building relationships and managing without direct authority.
- At least 5 years' experience in a customer service environment
- Ability to work flexible schedule to support University needs (e.g. Orientations, Move-in, beginning of semester)
- Strong organizational and time management skills

Preferred Qualifications:

- Bachelors degree
- Additional training or course work in management
- High level of proficiency with Microsoft Office Suite
- Experience with data management systems (e.g peoplesoft, datawarehouse)

Special Work Schedule Requirements

- Ability to work weekends as needed (typically three +/- weekends a year)

Pay Range

Minimum \$29.10, Midpoint \$34.65, Maximum \$40.20

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

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applying for or inquiring about this job announcement.

Contact

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