

Assistant Director of Campus Planning
Tufts University

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Posted Mar. 12, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Director of Campus Planning
Department	The Operations Division
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Facilities Operations
Job Website	https://jobs.tufts.edu/jobs/20259?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Operations Division serves four Tufts University campuses: the Medford/Somerville campus, the Boston Health Sciences campus, the Boston School of the Museum of Fine Arts at Tufts, and the Grafton Cummings School for Veterinary Medicine campus - together encompassing 275 buildings and approximately 5.8 million gross square feet. The division comprises of Campus Planning, Capital Renewal, Capital Projects, Real Estate, Facilities and Engineering Services, Dining, Auxiliary Services, and Public Safety. Together, these teams support and advance strategic goals for the University's research and educational mission, vision, and values.

Campus Planning strategically links planned renovations and expansion of University physical resources with academic, research, and clinic priorities and community life. We collaborate across the University to develop integrated, innovative, and feasible near- and long-planning solutions. The

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Planning department strives to use our physical resources to advance strategic goals for the University including Tufts' goal to decarbonize the institution by 2050.

What You'll Do

The Assistant Director will develop and establish governance frameworks and improved processes for managing requests for space and capital projects. Oversee university space planning and supervise a space planner and planning project manager. This position is a pivotal leadership role within Operations, helping the University build a coherent system for taking-in requests for capital projects and space allocation; prioritizing these and working as a critical liaison between the Campus Planning team, facilities, campus renewal, real-estate and capital programs.

Essential Functions Include:

- Develop, implement, and manage new governance structures and processes for the intake and prioritization of projects including space requests including early scope development, budgeting, and handover to planning, design, construction and/or implementation.
- Maintain a multi-year inventory of university space requests. Collaborate with the planning team to perform spatial and utilization analysis to develop creative and efficient strategies with appropriate allocation of resources. Co-Lead a university space governance committee with the Provost office.
- Identify key metrics for utilization of space, and develop reports and analyses that compare, units, schools and departments based on these.
- Collaborate with the campus planning team during the pre-design phase to develop project scopes, estimates, schedule, and obtain approval as required. Collaborates with vendors, staff, and relevant university stakeholders, solving problems and delegating tasks as needed.
- Be an enthusiastic champion of organizational transformation. Understand change impacts, engage and excite colleagues, ensure changes are communicated clearly and embedded in culture.
- Create and maintain effective tools & techniques to support the campus planning team such as templates for budgeting, RFP, program development, project charters, etc.

What We're Looking For

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Basic Requirements:

- Associate degree or Bachelor's degree and minimum of 10 years' experience in the field of architecture, project management or facilities planning with a focus on customer service and process improvement.
- Ability to communicate, verbally, graphically and in writing, with research, academic, and administrative stakeholders on teaching, research, and clinical programs.
- Ability to work independently, manage multiple relationships, and to work effectively as a member of a project team. Outstanding organizational skills.
- Proficiency with Autodesk products, Microsoft Office Suite, and Adobe Creative Suite. Experience with data analytic tools (PowerBI, Tableau) preferred. Prefer advanced proficiency with MS Excel including ability to sort, merge, and filter data, create pivot tables, lookup functions, and conditional statements/formulas.
- Knowledge of local building codes, MAAB & ADA Accessibility Guidelines, NIH regulations, zoning ordinances, and related regulations preferred.
- Demonstrated ability to work with a diverse workforce and population and to respect and value differences. An ability and commitment to work effectively in a culturally diverse and inclusive environment.

This job involves responsibilities that are performed in a hybrid working environment. This position is based in Medford/Somerville and offers hybrid flexible work options. Travel to the Grafton & Boston campuses will be required.

Pay Range

Minimum \$112,500.00, Midpoint \$140,650.00, Maximum \$168,800.00

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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