

Assistant Director Academic Space Management
Tufts University

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Posted Dec. 12, 2024, set to expire Apr. 26, 2025

Job Title	Assistant Director Academic Space Management
Department	Office of Academic Space Management (ASM)
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Human Resources Facilities Operations Enrollment Management/Registrar
Job Website	https://jobs.tufts.edu/jobs/21233?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Academic Space Management (ASM) coordinates the operation and management of science, engineering, and interdisciplinary spaces on the Medford campus. The Office of Academic Space Management serves as a resource for the leadership of the School of Arts and Sciences and the School of Engineering when setting priorities for the development and use of research spaces. Specifically, the staff of the Office of Academic Space Management directly oversees the operation of the Science and Engineering Center, the Collaborative Learning and Innovation Complex, Barnum Hall, the Joyce Cummings Center, and Eaton Hall. In addition, the Office provides advice for the utilization, renovation, and maintenance of the science and engineering laboratory buildings on campus, including 200 Boston Ave., Michael and Pearson Research Building, Halligan Hall, the

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Psychology Building, Bray Laboratory Building, and the Science & Technology Center.

What You'll Do

The Assistant Director for the Office of Academic Space Management (ASM) will work with the Director to provide strategic space planning and administrative oversight for several laboratory and interdisciplinary buildings and complexes on the Medford campus. The Assistant Director will work with various stakeholders to provide advice to the Director and AS&E leadership with regards to space use and planning in all relevant buildings, particularly those that house research activities. In addition, the Assistant Director will also handle the below:

- Responsible for the daily operations and management of Eaton Hall and Barnum Hall. Hours are 9 am – 5 pm, Monday – Friday.
- Directly supervise ASM Operations Coordinators and complete weekly payroll procedures for approximately 80 student employees in all ASM-managed buildings.
- Oversee the management of space reservation process in all ASM-managed buildings through the Operations Coordinators.
- Serve as a liaison to all occupants and users of Eaton and Barnum Hall, providing appropriate support to those departments and programs.
- Serve as a direct contact for the Registrar for all ASM-managed buildings as well as provide consultation for other academic buildings as is required.
- Manage an operations team with the Director which includes building-specific operations coordinators.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 2-3 years of related operations experience
- Proficient in Microsoft Word and Excel
- Experience with databases, ability to learn new software applications, including the EMS reservation system
- Experience with web page management

Preferred Qualifications:

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- Bachelor's degree in a STEM field strongly preferred
- Experience in higher education and more than 3 years' experience in operations management is a plus.

Special Work Schedule Requirements:

Occasionally, the Assistant Director may be asked to work on a weekend or evening to support special event. This is a hybrid position expected to be on campus at least 3-4 days each week, and position hours are 9 am – 5 pm, Monday – Friday.

Pay Range

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

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 applying for or inquiring about this job announcement.

Contact