

Interior Designer Tufts University

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Downloaded On: Nov. 22, 2024 12:00am

Posted Jun. 21, 2024, set to expire Dec. 31, 2024

Job Title	Interior Designer
Department	Facilities
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Design - Interior Design
Job Website	https://jobs.tufts.edu/jobs/20628?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Interior Designer will support campus planning and project development efforts across the University's diverse portfolio of buildings. Responsibilities include supporting space use programming, design development with a focus on furniture and finish selection and planning, relocation planning, and other project-related services that may be needed for the implementation of project.

What You'll Do

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- **Space Planning:** Gather relevant information for the implementation of planning solutions, such as program, furniture, and equipment fit, application of space allocation metrics, develop preliminary cost estimates, identify technology needs, code requirements, schedule and enabling constraints, and identify campus impact. Guide plans through the decision-making process.
- **Design:** Assume a lead role in the selection and specifications of interior finishes and furniture. Follow current and emerging trends commonly used in workplace and higher education settings. Work with preferred vendors to obtain product drawings and quotes; review final specifications, drawings, and quotes for accuracy. Manage the delivery and installation of assigned work, including site visits and punch listing. Assist with closeout of projects.
- **Standards/ Guidelines:** Develop and maintain Tufts furniture specifications and finish selections standards. Evaluate new products for potential use and participate in the development of furniture standards; and assist project teams with making sustainable choices related to furniture and finishes. Maintain interiors library binders and finishes; order samples and demos as required.
- **Project Administration:** Develop RFPs for consulting services, furniture bid documents and funding authorization requests. Collaborate with stakeholders, vendors, facilities, project management, procurement, and IT colleagues to advance projects. Manage administrative functions such as coordinating contracts with purchasing, invoice processing, meeting documentation, record keeping, and updating internal databases.
- Provide excellent customer service to University faculty, staff, and project stakeholders through effective communication, documentation, and reporting. Approach responsibilities with a focus on equity and sustainability, ensuring that work produced is aligned with the University mission.

What We're Looking For

Basic Requirements:

- Experience typically acquired through Bachelor's Degree and 3 years' experience in the field of architecture, interior design, facilities management, or campus planning with extensive knowledge of major furniture manufacturers, products, and specifications.
- Ability to work independently in a detail-oriented environment, manage multiple relationships, advance multiple assignments simultaneously to meet deadlines and to work effectively as a member of a project team.
- Ability to communicate ideas clearly, both verbally, graphically and in writing. High attention to detail and organization.
- Basic understanding of building and campus infrastructure systems (Mechanical, Electrical, Plumbing, Fire Protection, etc.)

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- Proficiency with Autodesk products (Revit & CAD), Microsoft Office Suite (Excel, PowerPoint, Word, Outlook), and Adobe Creative Suite (Illustrator, InDesign) required.
- Experience with project management tools (i.e. PM Web, Microsoft Project); and data entry/management preferred.
- Demonstrates 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.

Pay Range

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

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