

## Communications and Event Planning Specialist Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=227964>

Downloaded On: May. 9, 2024 8:17am

Posted Dec. 20, 2023, set to expire May 13, 2024

<b>Job Title</b>	Communications and Event Planning Specialist
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Dec. 20, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Communications/Public Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/19980?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/19980?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The President's Office supports the university's president and chief executive officer. Constituents include university faculty, staff and students, as well as alumni, trustees, advisors, community members, donors, parents, other higher education colleagues, government officials, media representatives, and the public at-large. The office oversees administration of the university and is actively engaged in fundraising, public and government relations as well as cross-cutting issues affecting the wellbeing of the university community. The office is also directly involved in university special events, strategic and capital planning, trustee relations, and communications.

### What You'll Do

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- Triages incoming Office of the President's correspondence, email, and telephone messages.
- Drafts and plans responses in partnership with others in the Office of the President, the Advancement office, the University Communications and Marketing, and other academic and administrative departments as available.
- Coordinates briefings and materials for presidential meetings, events, and other engagements.
- Performs research and assists in drafting talking points, speeches, letters, longform and short-form written pieces in support of the President.  
Designs, plans and implements events, meetings, conferences and other engagements for the Office of the President in various locations on and off campus.
- Manages logistics of university services for events including catering, facilities, public safety, and technology services.
- Serves as primary contact and negotiates budgets and contracts with external vendors for accommodations, products and services.
- Provides on-site event management. Greets donors and guests, manages registration, photography, troubleshoots issues and manages event volunteers.
- Completes event documentation and reports for management. Recommends changes and strategy for future events.
- Responsible for maintaining the website of the Office of the President, collaborating with University Communication & Marketing concerning content and ensures accurate, current information
- Consults and serves as a resource for Zoom and other virtual video conference platforms for the office.

### What We're Looking For

#### Basic Requirements:

#### Knowledge and skills as typically acquired by:

- Bachelor's degree in related area of study or equivalent combination of education and experience.
- 3 -5years of communications and/or event experience.
- Superb oral and written communications skills. Strong writing, proofreading, copy editing, and grammatical skills.
- Demonstrated ability to write copy for a variety of internal and external communications and professional correspondence.
- Ability to synthesize a broad range of information from multiple sources into clear and cohesive documents.
- Strong research skills and the ability to independently seek out, compile, and verify necessary information.
- Superb organization skills, time management, and problem-solving skills. Ability to work in a fast-paced environment, independently prioritize tasks, and maintain strict attention to details under pressure from multiple competing deadlines.
- Must possess a high level of customer service.
- High level of maturity, professionalism, and a strong sense of responsibility and accountability.
- Ability to maintain strict confidentiality with sensitive university information and demonstrate sensitivity to diverse cultures.
- Advanced skills with Microsoft Office in Outlook, Word, PowerPoint and Excel.
- Proficiency using web platforms and in Zoom and other video conferencing platforms.

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- Drupal/website management experience.

### **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**

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