

Executive Assistant Tufts University

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Posted Feb. 6, 2024, set to expire Dec. 31, 2024

Job Title	Executive Assistant
Department	University Advancement
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/20142?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University Advancement Division (UA) is a comprehensive development and alumni relations enterprise with a staff complement of approximately 200 full-time employees. Functional units within UA include development/fundraising, alumni relations, stewardship and donor relations, special events, gift processing, research and prospect management, gift planning, corporate and foundation relations, campaign management, and information systems and management.

What You'll Do

Supports the work of the Vice President, Executive Director University Advancement and other senior advancement staff by carrying out complex executive administrative duties which include: managing and prioritizing a high volume of meeting requests on a very complicated, executive-level calendar;

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assisting in managing and prioritizing communications with internal and external constituencies; organizing and planning logistics of meetings, retreats, and other larger events; editing, proofreading, and composing correspondence and reports; participating in or leading assigned projects for the office; and organizing and planning complex and worldwide travel arrangements. Other duties as assigned.

Essential Functions Include

- Manages and prioritizes executive's schedule of meetings, including managing high volume of overlapping requests.
- Prepares agendas and other materials (some confidential) for meetings.
- Drafts and refines correspondence and other communications.
- Participates in and manages special projects as required.
- Monitors the VP budget and ensures expenses are within prescribed budget.
- Other duties as assigned

Basic Requirements:

- Associate's Degree or equivalent
- 3-5 years of related professional experience
- Superior written and oral communications skills
- Ability to work with confidential information and data
- Strong interpersonal skills
- Experience with databases
- Proficiency with Microsoft office- especially Excel and PowerPoint
- Experience managing budgets

Preferred Qualifications:

- Bachelor's Degree
- Experience in a not-for-profit or university setting

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Pay Range

Minimum \$31.90, Midpoint \$37.95, Maximum \$44.00

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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