

Executive Assistant to the Vice Provost for Research Tufts University

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Downloaded On: May. 16, 2024 6:33am

Posted Apr. 10, 2024, set to expire Dec. 31, 2024

Job Title	Executive Assistant to the Vice Provost for Research
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20380?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Vice Provost of Research (OVPR) at Tufts University provides the key services necessary to deliver exceptional results in research. The OVPR strives to provide high quality services to faculty and staff and to increase the funding available to support research and scholarship, all the while protecting the University's interests and ensuring that Tufts is compliant with all relevant laws and regulations.

This position sits on the Business Operations team within the OVPR's Administrative Core. This team coordinates and manages a matrix of operational services to augment the office's support of research and scholarship. Business Operations has several core activities, with this role focused specifically on providing executive-level administrative support to the Vice Provost (VP) for Research (Bernard Arulanandam) and will provide support to other members of the team, as requested.

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What You'll Do

The Executive Assistant to the Vice Provost for Research reports to the Director of Strategic Initiatives & Operations in the OVPR. They will be a member of the OVPR's Administrative Core with primary responsibility for providing executive support to the work of the Vice Provost (VP), by carrying out complex executive administrative duties.

Responsibilities include:

- Manages and prioritizes a high volume of meeting requests on a very complicated, executive-level calendar (including multiple overlapping requests)
- Assists the VP in managing and prioritizing communications with internal and external constituencies
- Prepares agendas and other materials (some confidential) for meetings
- Composes, edits, and proofreads correspondence, reports, and other communications
- Participates in, leads and manages assigned special projects for OVPR, as required
- Organizes and plans logistics of meetings, retreats, and other larger events, including worldwide travel arrangements; monitors travel budget, and reconciles VP's travel card
- Carries out other duties, as assigned

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through the completion of an Associate's Degree or equivalent
- 3+ years of related professional experience
- Superior written and oral communications skills
- Ability to work with confidential information and data

Preferred Qualifications:

- Bachelor's Degree
- Experience in a not-for-profit or university setting
- Flexibility to work some hours outside of typical working day

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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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