

Administrative Assistant - Office of the Dean of Arts &
Sciences
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=136610>

Downloaded On: Mar. 31, 2020 10:15am

Posted Jan. 20, 2020, set to expire Jun. 1, 2020

Job Title Administrative Assistant - Office of the Dean of Arts & Sciences
Department
Institution Tufts University
Medford/Somerville, Massachusetts

Date Posted Jan. 20, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001044>

Apply By Email

Job Description

The Office of the Dean of the School of Arts and Sciences is ultimately responsible for all activities in the school, and the office is the primary interface for faculty members, staff, academic department chairs, university administrators, and central administration offices.

The Office of the Secretary of the Faculty for Arts, Sciences and Engineering (AS&E) is responsible for providing assistance and administrative and logistical support to faculty members in the School of Arts and Sciences and the School of Engineering. The Secretary of the Faculty's responsibilities include all activities associated with AS&E faculty meetings, providing support to various faculty committees, managing the workflow of the tenure and promotion process, as well as maintaining the website for the Office of the Secretary of the Faculty, which houses resources and information for faculty members. The Secretary of the Faculty is responsible for ensuring open communication between members of the Arts, Sciences and Engineering faculty and administration and for providing excellent customer service to faculty, staff, and administrators across both schools as a means of supporting the academic mission of the university. According to Article III of the Arts, Sciences and Engineering bylaws, "The

Administrative Assistant - Office of the Dean of Arts &
Sciences
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=136610>

Downloaded On: Mar. 31, 2020 10:15am

Posted Jan. 20, 2020, set to expire Jun. 1, 2020

officers of this Faculty shall be the Dean of the School of Arts and Sciences and the Dean of the School of Engineering, appointed by the Trustees, and a Secretary annually elected by the Faculty...who, by virtue of election to this Faculty, shall serve as Secretary of the Faculty of each of the Associated Schools.”

The Department of Earth and Ocean Sciences (EOS) is an academic department within the School of Arts and Sciences, with 6 faculty and an undergraduate-only science program. The department teaches courses, conducts research in a variety of geologic fields, and contributes to the service efforts of the university as well as the larger scientific community.

This is a dual role. Under minimal supervision, the Administrative Assistant provides advanced administrative support, budgeting, and communications for the Secretary of the Faculty Office and the Department of Earth and Ocean Sciences. S/he will handle confidential communications and a variety of faculty requests and serve in a highly visible capacity as a resource for students, staff, faculty, and other constituents. S/he will oversee daily operations of office, evaluating workflow and productivity and providing direction and guidance to colleagues. Produces and drafts letters and other sensitive documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations, compiling and distributing applications or similar documentation, and sending communications to faculty and staff e-lists. Coordinates office budget to include monitoring, tracking expenditures, troubleshooting problems and preparing reports. Will also gather data, conduct research and draft reports, summaries or material for presentation. S/he will plan and coordinate meetings and special events, which could include contacting speakers, coordinating A/V support for presenters, ordering catering. May also coordinate programs and/or projects for the office, staff faculty committees, and take meeting minutes, when necessary.

Qualifications

Basic Requirements:

Typically a high school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of experience.

Requires advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, excel spreadsheet and database knowledge.

In addition, bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills.

Ability to work independently and collaboratively as a member of a team to provide support to the faculty members across Arts and Sciences and Engineering.

Priority setting with flexibility in a busy and ever-changing working environment with diverse individuals.

Experience working with faculty members; demonstrated experience with confidentiality.



Administrative Assistant - Office of the Dean of Arts &
Sciences
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=136610>

Downloaded On: Mar. 31, 2020 10:15am

Posted Jan. 20, 2020, set to expire Jun. 1, 2020

Preferred Qualifications:

5+ years of administrative experience with a background in higher education preferred.
Experience working with Excel and Adobe Acrobat is preferred.

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

,