

Administrative Assistant - Center for STEM Diversity,  
School of Engineering  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=139517>

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Posted Mar. 2, 2020, set to expire Jul. 13, 2020

**Job Title** Administrative Assistant - Center for STEM Diversity, School of Engineering

**Department**

**Institution** Tufts University

Medford/Somerville, Massachusetts

**Date Posted** Mar. 2, 2020

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Administrative Support/Services

**Apply Online Here** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001230>

**Apply By Email**

**Job Description**

This is a part-time position working 17.5 hours per week.

Established in 2008, Tufts University's Center for STEM Diversity works in partnership with the School of Engineering and the School of Arts and Sciences to foster a diverse and inclusive science and engineering learning environment. The center focuses on strengthening meaningful student participation in science and engineering, specifically for traditionally underrepresented groups including women, African Americans, Native Americans, the LGBTQ community, and those who identify as Hispanic and/or Latinx. The center also works intentionally with first-generation college students and with students from low-income backgrounds.

The center's programs include:

Bridge to Engineering Success at Tufts (BEST)

Louis Stokes Alliance for Minority Participation (LSAMP)

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**Redefining the Image of Science and Engineering (RISE)**

**STEM Ambassadors**

Under minimal supervision, the Administrative Assistant or Administrative Coordinator provides advanced administrative support and communications for the department. S/he will handle complex and confidential situations and requests and serve in a highly visible capacity as resource for department with students, staff, faculty and other constituents. S/he will oversee daily operation of office, evaluating workflow and productivity and providing direction and guidance to office staff. Produces and drafts reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations. Coordinates department 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, including contacting speakers, designing promotional material and coordinating support for speakers and presenters. May also coordinate programs and/or projects for department.

**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, spreadsheet and database knowledge.

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

**Contact Information**

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

**Contact**