

Office Assistant II - Paws for People
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=143101>

Downloaded On: Dec. 4, 2020 1:05pm

Posted Jun. 17, 2020, expired Oct. 30, 2020

Job Title Office Assistant II - Paws for People

Department

Institution Tufts University

Grafton, Massachusetts

Date Posted Jun. 17, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Administrative Support/Services

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001360>

Apply By Email

Job Description

This is a part time position anticipated to work 7 hours per week. This is a limited term appointment with funding for 3 years. Paws for People is an Animal-Assisted Intervention group located in Massachusetts and housed at the Grafton Campus of Tufts University. Paws for People is comprised of a group of volunteers from the New England area who provide registered animal visitation to a wide variety of facilities in the local area. Paws for People provides training and screening for those individual teams, works with facilities to develop and/or improve AAI programs, works with the Tufts Institute for Human-Animal Interactions to provide support and ideas for HAI research. An office assistant is being added to provide support to the program coordinator on a variety of tasks including clerical, grant writing, and communication between entities within the program.

Contact Information

Please reference Academickeys in your cover letter when

Office Assistant II - Paws for People
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=143101>

Downloaded On: Dec. 4, 2020 1:05pm

Posted Jun. 17, 2020, expired Oct. 30, 2020

applying for or inquiring about this job announcement.

Contact

,