

Office Assistant, Office of Development and Alumni
Relations
Tufts University

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Posted Sep. 30, 2020, expired Feb. 12, 2021

Job Title	Office Assistant, Office of Development and Alumni Relations
Department	
Institution	Tufts University Boston, Massachusetts
Date Posted	Sep. 30, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Alumni Relations Administrative Support/Services
Apply Online Here	https://nutrition.tufts.edu/about/careers/office-development-and-alumni-relations-office-assistant

Apply By Email

Job Description

-Office Assistant, Office of Development and Alumni Relations

-The Friedman School of Nutrition Science and Policy's Advancement office is currently seeking a current Tufts student who will aid us in our fundraising efforts for the 2020-2021 school year. Due to COVID-19, responsibilities for student employees during this academic year will be completed remotely. The student employee will check in with team members who assign tasks to discuss and review projects. We are looking for someone who is highly organized, responsible, has strong communication skills, and can maintain confidentiality. Previous administrative or marketing experience preferred but not necessary. Some projects include webinar transcription, assisting with virtual events, thanking alumni and friends for making their contributions to the school, digital communications projects, and other miscellaneous administrative tasks.



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- 4.0 - 8.0 hours per week
- \$15 per hour
- This position is for current students
- Contact email: Jessica.Halladay@tufts.edu

Position Type: Job at Friedman

Position Location: Remote

Contact Information

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

Contact