

Administrative Assistant - Friedman School of Nutrition  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=202269>

Downloaded On: Sep. 24, 2023 11:13am

Posted Dec. 21, 2022, set to expire Dec. 31, 2023

<b>Job Title</b>	Administrative Assistant - Friedman School of Nutrition
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Dec. 21, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/16264?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/16264?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

**This is a 5 year limited term with a strong possibility of renewal. This is a grant-funded position and is not eligible for severance pay.**

Food Systems for Nutrition Innovation Lab is a USAID grant-funded research and capacity building project at Tufts University. This award is for 5 years starting on September 10, 2021. The Innovation Lab is made up of over 25 partners and collaborators globally and is managed by a team of researchers at the Friedman School of Nutrition Science and Policy.

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### What You'll Do

Under minimal supervision, the Administrative Assistant or Administrative Coordinator provides advanced administrative support and communications for the department. They 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 in the US and globally. They will oversee daily operation of office, evaluating workflow and productivity. Will assist team with reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations. Is an integral part in helping manage the project budget to include monitoring, tracking expenditures, troubleshooting problems, and preparing reports. Will play a part in overseeing the working of the team online project management system, gather data, support the research and draft reports, summaries or material for presentation. They 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.

### What We're Looking For

#### Basic Requirements:

Since this position interacts with most high-level researchers around the world, a minimum of 3+ years of experience is required. Bachelor's degree preferred. 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.

#### Special Work Schedule Requirements:

May be a small amount of US and/or international travel. Some ability to work from home. Office will be located at Tufts University, Boston campus.



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### **Contact Information**

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

### **Contact**

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