

Staff Assistant- School Medicine Tufts University

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Posted Jan. 5, 2023, set to expire Dec. 31, 2023

Job Title	Staff Assistant- School Medicine
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 5, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/18322?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Developmental, Molecular & Chemical Biology at Tufts University School of Medicine was formed to integrate the traditional studies of developmental and molecular biology with the innovation of chemical biology to facilitate fundamental understanding of disease processes as well as the development of novel therapeutics. One area of focus is signal transduction mechanisms in development and disease, especially in cancer. Structural biology and structure-based drug development is a second area of strength.

What You'll Do

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Under limited supervision, the Staff Assistant performs complex and diverse duties for the department and serves as a source of information and problem solving for students, faculty, staff and other constituents. S/he will provide general guidance and explanation of departmental policies and procedures and may communicate on behalf of manager(s) to explain or disseminate information. The Staff Assistant will also provide administrative support including organizing file systems for office, coordinating meetings and travel arrangements, as well as producing, proofreading and editing complex reports, documents and spreadsheets. Monitors, tracks expenditures, resolves problems and reports on department budget and/or grants. S/he will coordinate planning and logistics for meetings and special events including design of marketing and publicity materials, tracking responses, working with speakers on materials and set up. May also coordinate department projects or programs, which may entail assisting with development of materials and brochures, updating web information and assisting with content and design.

Provides advanced administrative support and coordinates office operations:

- Screens, sorts and distributes mail; may respond to routine correspondence.
- Evaluates and organizes file systems for department
- Orders and maintains office supplies, works with vendors to maintain equipment and contracts
- Organizes and schedules appointments and meetings
- Coordinates complex travel arrangements
- May hire and train student and/or temporary workers; and provide work direction to office staff
- May process employment actions including hire, separation and change transactions.
- Recommends changes or enhancements to office operations

Serves as primary department contact for customers:

- Serves as primary department contact and resource for internal and external customers; may communicate on behalf of manager(s) to explain or disseminate information.
- Provides general guidance and explanation of departmental policies and procedures
- Researches and resolves customer problems and concerns; recommends enhancements to improve department and customer service
- May handle confidential or sensitive information

Produces complex documents and spreadsheets:

- Prepares and drafts letters, memos, reports, syllabi, brochures, newsletters and other material for department
- Proofreads and edits documents; designs layout and graphics for materials
- Researches and organizes information to produce a variety of documents or reports for the department.
- Creates and maintains spreadsheets and databases and prepares reports, tables and charts.

Coordinates Meetings or Special Events:

- Plans dates, coordinates invitations and tracks responses, determines venue, coordinates materials, audio visual or other set-up needs
- Works with and supports speakers or presenters, arranges for payment or honorarium
- Assists with design of marketing materials and publicity
- Coordinates logistics on-site during event or program

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Program or Project Coordination:

- Provides information and answers questions about department Programs or Projects
- Develops and tracks database of students, study participants or other constituents
- Assists with development of materials or brochures
- Updates web information and drafts content for posting
- Troubleshoots basic problems and refers more complex questions or concerns to the correct individual

Assists with department budget and/or grants:

- Purchases supplies, completes expense reports and requisitions
- Monitors department spending and tracks expenditures
- Researches and resolves problems
- Prepares monthly reports for managers and finance

What We're Looking For

Basic Requirements:

- Typically requires a high school diploma/GED and 2-4 years of administrative experience or college degree with 1-3 years' experience.
- Proficiency in Microsoft Office suite, including word processing, editing, graphics, spreadsheet and database knowledge.
- Bookkeeping or basic accounting knowledge.
- Strong organizational and interpersonal skills.

Contact Information

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

Contact