

Administrative Assistant - Institute for Applied Research in  
Youth Development  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=205221>

Downloaded On: Sep. 24, 2023 10:42am

Posted Feb. 8, 2023, set to expire Dec. 31, 2023

<b>Job Title</b>	Administrative Assistant - Institute for Applied Research in Youth Development
<b>Department</b>	School of Arts and Sciences
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 8, 2023
<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/18578?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/18578?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Institute for Applied Research in Youth Development is a laboratory in the Eliot-Pearson Department of Child Study and Human Development. The Institute helps build the knowledge base vital for researchers, policy makers, and practitioners to foster positive development, improved life chances, and contributions of young people. This commitment is rooted in an evidence-based approach to action that emphasizes the strengths of youth and their families, schools, and communities. ?

## What You'll Do

## Administrative Assistant - Institute for Applied Research in Youth Development Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=205221>

Downloaded On: Sep. 24, 2023 10:42am

Posted Feb. 8, 2023, set to expire Dec. 31, 2023

**This is a part-time position at 20 hours per week and is benefits eligible. It is also a limited term role until May 31, 2024 with renewal based upon funding.**

Under minimal supervision, the Administrative Assistant provides advanced administrative support and communications for the the Bergstrom Chair in Applied Developmental Science and the Institute. The Administrative Assistant will handle complex and confidential situations and requests and serve in a highly visible capacity as resource for the Institute with students, staff, faculty and other constituents. This position will handle the below duties:

- Oversees daily operation of the 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, maintaining the Institute website, assisting with reference letters and other material as needed.
- Coordinates the Chair's schedule including all meetings, Institute staff meetings, and travel arrangements for conferences and other events.
- Organizes agenda for weekly team meetings. Processes travel reimbursements for the Chair.
- Coordinates purchase of office supplies and maintenance of printers and computer equipment.
- Oversees facilities needs for the Institute.
- Plans and coordinates meetings and special events, including contacting speakers, and coordinate support for speakers and presenters.
- Coordinates programs and/or projects for department.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of experience.
- Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge.
- Bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills.

#### Special Work Schedule Requirements:

Monday - Friday 10 a.m. - 2p.m. this is a hybrid position, minimum of four days per week on the campus

### Contact Information

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

### Contact



Administrative Assistant - Institute for Applied Research in  
Youth Development  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=205221>

Downloaded On: Sep. 24, 2023 10:42am

Posted Feb. 8, 2023, set to expire Dec. 31, 2023

,