

Staff Assistant - Theatre, Dance, & Performance, School  
of Arts and Sciences  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=206439>

Downloaded On: Oct. 1, 2023 10:34pm

Posted Feb. 28, 2023, set to expire Dec. 31, 2023

<b>Job Title</b>	Staff Assistant - Theatre, Dance, & Performance, School of Arts and Sciences
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 28, 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/18654?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/18654?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Department of Theatre, Dance, and Performance Studies offers a collegial environment for thinking critically about histories and institutions of power. The department is committed to both student and faculty success. Individuals will find an intellectual and creative home at Tufts as well as an enthusiastic and engaged classroom environment.

## 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. The Staff Assistant 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 and handle the below duties:

- Organizing files systems for office, coordinating meetings and travel arrangements.
- Producing, proofreading and editing complex reports, documents and spreadsheets.
- Monitors, tracks expenditures, resolves problems and reports on department budget and/or grants.
- 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.

## **What We're Looking For**

### **Basic Requirements:**

- Knowledge and skills as typically acquired by 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**