

Executive Assistant - Office of the Dean
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=206795>

Downloaded On: Sep. 24, 2023 9:10am

Posted Mar. 7, 2023, set to expire Dec. 31, 2023

Job Title	Executive Assistant - Office of the Dean
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 7, 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/18691?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The [Office of the Dean](#) is responsible for the academic and administrative functions of Tufts University School of Medicine, including overseeing the School's academic departments, the teaching and research enterprises, student services, and campus buildings and facilities.

This is a fast-paced and ever-changing client service office environment. We are seeking an experienced Executive Assistant who sweats the small stuff, has strong attention to detail and accuracy, particularly when under pressure and with minimal guidance.

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What You'll Do

The Executive Assistant position is a highly-visible on-site position responsible for providing critical, high-level executive administrative support for 4-5 senior executives in the Office of the Dean at the Tufts University School of Medicine (TUSM).

Responsibilities include:

- Serves as the first point of contact for the Office
- Assists the Dean and members of the Senior Leadership team in managing and prioritizing communications with internal and external constituencies
- Organizes and schedules (and re-schedules) meetings and events
- Manages complex calendars strategically thinking 2-3 steps ahead with each request
- Coordinates meeting preparation, including meeting setup, gathering meeting materials, taking minutes, compiling presentations, recording action items, etc.
- Conducts editing, proofreading, and composing of correspondence and reports
- Participates in and/or leads assigned projects for the Dean's Office (project management)
- Coordinates and plans complex travel, itineraries and logistical arrangements
- Facilitates the flow of information in the Office and maintains organizational processes to strengthen internal workflows and improve coordination
- Acts as a liaison with a diverse array of constituencies while promoting a culture of inclusion and responsiveness through customer-centric support

What We're Looking For

Please provide a cover letter in addition to resume, as writing sample and detailing your relevant organizational support experience and interest.

Basic Requirements:

- Knowledge and skills as typically acquired through completion of bachelor's degree or equivalent and 5+ years of rexprience years of experience in a fast-paced environment (extremely fast paced!), supporting executives
- Demonstrated customer-service experience
- Exerience with MS Office including Outlook, Word, Excel, PowerPoint
- Superior written and oral communications skills
- Strong project management skills and experience; ownership of projects
- Ability to work with confidential information and data
- Detail oriented with excellent organizational skills

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Preferred Qualifications:

- Experience working in a university setting

Special Work Schedule Requirements:

- This position will require 5 days in-office to start
- Flexibility for one day remote work flexibility may be possible once person becomes acclimated

Salary Range

Minimum \$31.15, Midpoint \$37.38, Maximum \$43.60

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact