

Administrative Assistant - Tisch Library, School of Arts  
and Sciences  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=228779>

Downloaded On: Dec. 21, 2024 7:58am

Posted Jan. 12, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Administrative Assistant - Tisch Library, School of Arts and Sciences
<b>Department</b>	Tisch Library
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20056?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20056?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**



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Tisch Library is a student-centered research library, dedicated to the support of teaching, learning, and scholarship in Tufts' School of Arts and Sciences and School of Engineering. We provide collections, subject expertise, and technology-rich research and learning environments, with a variety of services and programs to meet the information needs of our students, faculty, and staff. The Director's Office provides support for a range of services: fiscal management, building operations, personnel, purchasing, event planning, communications, scheduling and travel, customer inquiries, and special projects. We provide a welcoming, inclusive environment for our community, with collaborative staff committed to teamwork.

### What You'll Do

Reporting to the Assistant Manager for the Director's Office, the Administrative Assistant provides advanced administrative support and communications for Tisch Library. We seek candidates who are detail-oriented, dependable, and have excellent customer service skills. Members of under-represented groups are strongly encouraged to apply.

- Serve in a highly visible capacity as a resource for the Library including frequent interactions with internal and external customers; contribute to a welcoming, professional, inclusive and service-oriented environment in the Director's Office.
- Manage library communications, including social media and newsletters.
- Contribute to fiscal and personnel management, including payroll, support for hiring and onboarding, supply ordering and vendor relations.
- Plan and coordinate meetings including collecting agenda items, preparing and disseminating agendas, and preparing minutes.
- Evaluate workflow and redesign processes to meet office and customer service needs.

### 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

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- 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 people skills

**Preferred Qualifications:**

- Bachelor's degree
- 2+ years' experience administrative work in an academic setting

**Pay Range**

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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**