

Staff Assistant Tufts University

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Posted Feb. 14, 2024, set to expire Dec. 31, 2024

Job Title	Staff Assistant
Department	School of Medicine Graduate Programs
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20132?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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The Tufts University School of Medicine Graduate Programs (TUSMGP) department confers the Doctorate in Physical Therapy (DPT), Master of Public Health (MPH), Master of Medical Science (MMS) by the Physician Assistant Program, Master of Science in Health Informatics and Analytics (MS-HIA), and Master of Science in Biomedical Sciences (MBS).

The Office of Graduate Student Services for TUSMGP oversees the administrative operations of the Medical School's graduate programs, inclusive of admissions, registration, career services, and student services functions.

Clinical Site Development is a division of TUSMGP Graduate Student Services and responsible for identifying, developing, and maintaining strong clinical partnerships with leading healthcare organizations throughout the nation.

This role is offered as a remote position.

Specific hours and schedule will be determined between you and the hiring manager.

What You'll Do

The Data Clerk for Clinical Site Development plays a key role in supporting, facilitating, and communicating activities related to Clinical Education and Clinical Site Development. This position involves providing advanced administrative support for TUSMGP, including Tufts DPT programs, and serving as a crucial link between Clinical Site Development and TUSMGP Clinical Education teams. Working in a highly collaborative team environment, the Clinical Site Development Data Clerk will manage extensive data related to Clinical Education using relevant software and databases. This Data Clerk will draft and produce reports, spreadsheets, and other complex documents and materials. Attention to detail, strong proofreading and editing skills, as well as the ability to prioritize, track, and coordinate tasks are essential for success in this role.

Provides advanced administrative support and oversees office operations:

- Provides advanced-level administrative support for Clinical Site Development and Clinical Education operations
- Tracks status of ongoing matters with Clinical Education teams and follows up as needed

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- Evaluates workflow and reallocates resources and/or communicates redesign needs to effectively meet Clinical Site Development and Clinical Education needs and timelines
- Evaluates office automation to ensure most efficient and accurate processing related, but not limited, to education records and Clinical Education databases (Exxat Prism, Qualtrics, and/or Salesforce)
- Schedules appointments and maintains a complex calendar to meet the needs of the Clinical Site Development team, TUSMGP Clinical Education teams, and affiliated clinical education sites (virtually, in-person, or via phone)

Serves as a contact for clinical education sites:

- Serves as a resource for the TUSMGP Clinical Education teams, including interactions with external clinical education sites; communicates on behalf of the Clinical Site Development Coordinators to explain or disseminate information
- Triage phone calls and prioritizes email; briefs the Clinical Site Development Coordinators and TUSMGP Clinical Education teams on issues needing immediate attention
- Escalates matters that are time-sensitive
- Prepares, facilitates, and manages highly confidential communications and information
- May represent the university at external events for the purposes of networking opportunities for clinical site procurement and development

Produces and drafts reports and other complex documents and materials:

- Prepares and drafts memos, letters, reports, spreadsheets, emails, brochures, newsletters, and other material for Clinical Site Development, TUSMGP Clinical Education teams, and affiliated clinical education sites
- Proofreads and edits documents
- Gathers data, conducts research, and organizes information
- Creates and maintains spreadsheets and databases; prepares reports, tables, and charts as needed

Plans and coordinates meetings or events:

- Assists in planning events, including identifying topics, activities, and/or speakers
- Assists in growing the network of Clinical Education sites for TUSMGP and/or Tufts' DPT programs
- Plans dates, determines venues, coordinates marketing materials, and other set-up needs
- Assists with plans for marketing and publicity

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- Coordinates logistics for on-site events
- Participates in department-wide student events as appropriate, i.e., orientation, career fair, graduation, etc.

What We're Looking For

Basic Requirements:

- Associate degree and 3 – 5 years of related experience
- Strong technical skills
- Advanced knowledge of Microsoft 365/Office Suite, including word processing, editing and graphics functions, and spreadsheet and database knowledge
- Demonstrated expertise in handling collaborative documents and utilizing cloud-based storage solutions (Box, OneDrive preferred)
- Bookkeeping or basic accounting knowledge
- Excellent organizational, teamwork, and interpersonal skills

Preferred Qualifications:

- Database management experience, including Exxat, Qualtrics, and Salesforce
- Healthcare and sales experience
- Customer service background

Pay Range

Minimum \$21.80, Midpoint \$25.95, Maximum \$30.10

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

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Contact

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