

**Staff Assistant - Eliot Pearson Children's School
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=235470>

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Posted May 2, 2024, set to expire Dec. 31, 2024

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| Job Title | Staff Assistant - Eliot Pearson Children's School |
| Department | |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | May 2, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Educational Services Administrative Support/Services |
| Job Website | https://jobs.tufts.edu/jobs/20463?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

The Eliot-Pearson Children's School is the laboratory-demonstration school affiliated with the Eliot-Pearson Department of Child Study and Human Development at Tufts University. The school serves as a model and demonstration facility, providing a training and observation site for new and experienced teachers and a research facility for faculty and supervised students in the Department of Child Study and Human Development. The Children's School enrolls approximately 68 children. It has preschool, Pre-K and Kindergarten, to first grade classes that vary in length and frequency.

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What You'll Do

The Staff Assistant provides administrative support to ensure smooth operations of the school. The Staff Assistant will also handle the below duties:

- Provide administrative and secretarial support
- Serve as a resource to families
- Assist with entering and maintaining data for applications, admissions and observations at the school
- Support administrators with daily operation of the office
- Troubleshoot problems

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
- Demonstrated communication skills with diverse/inclusive teachers, staff, professionals, children and families
- Ability to work independently and effectively in a team with flexibility and adaptability
- Secretarial/business skills, Computer literacy with Macintosh and PC platforms software (Microsoft word, Excel, Appleworks or MS Publisher, iPhoto and other digital imaging programs)
- Organized and able to multi-task, set priorities, ask for help, and know when to defer decisions

Preferred Qualifications:

- Ability to work in a university and school setting under the direction of the Director
- Bachelor's degree and more than 3 years of related experience
- Knowledge and experience with school environments and diverse environments

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 Information

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

Contact

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