

Staff Assistant - Eliot Pearson Children's School Tufts University

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

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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