

Administrative Assistant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=237772>

Downloaded On: Jun. 29, 2024 12:40pm

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

Job Title	Administrative Assistant
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 14, 2024
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/20580?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement Division seeks a dynamic, experienced administrative assistant to support the School of Engineering Development team .

Tufts University Advancement Division (UA) is a comprehensive development and alumni engagement enterprise with a staff complement of approximately 200 full time employees. Units within UA include development/fundraising, alumni engagement, stewardship and donor relations, special events, gift processing, research and prospect management, gift planning, corporate and foundation relations, and information systems and management. UA's mission is to build strong relationships with Tufts University's constituents, match donor interests with the University's needs and priorities, and secure the financial resources necessary for Tufts to achieve excellence in teaching, research, and scholarship. The Division is strongly committed to serving the academic agenda of the University and creating a culture of philanthropy in the extended Tufts community. Integrity, collegiality, diversity, accountability, mutual trust, and respect for the individual, as well as the intentions of our donors, are the values that guide the work of the Division.

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What You'll Do

Under minimal supervision, the Administrative Assistant provides comprehensive administrative support for the department. The person in this position will handle complex and confidential situations and requests and serve in a highly visible capacity with internal and external constituencies. In this role the Administrative Assistant will develop expertise in frequently used policies such as gift policies, expense reports, personnel actions and travel policies. This person will schedule meetings for members of the team and secure appointments with prospects; make travel arrangements and help with trip preparation; draft and proof correspondence and briefings; assist with events; run reports from the alumni data base; and create reports to track achievement or top fundraising prospects when needed. The Administrative Assistant will use the AIM database to pull data for use in preparing lists for mailings and communications, analyzing achievement, building projections and completing progress reports. This person will also conduct preliminary research of prospective donors using public information, enter contact reports, process pledges and contributions, and draft gift agreements as needed. They may be asked to produce mailings using mail merge functions to create envelopes, letters, labels, correspondence and other documents; create surveys; and provide benchmark research and analysis, as needed.

Essential Functions:

Provides advanced administrative support and oversees office operations:

- Provides advanced level administrative support for department
- Oversees daily operation of office; track status on ongoing matters and follow up as required
- Evaluates workflow and reallocates resources and/or redesigns processes to meet office needs and customer service
- Hires and trains students and/or temporary workers
- Provides direction and guidance to office staff and provides feedback on their work performance
- May process employment actions including hire, separation, and change transactions.
- Oversees and evaluates office automation and information technology needs
- Schedules appointments and maintains a complex calendar

Serves as primary department contact for customers:

- Serves in a highly visible capacity as resource for department including frequent interactions with internal and external customers; communicates on behalf of managers to explain or disseminate information
- Triage phone calls and prioritizes mail; briefs faculty or managers on issues needing immediate attention
- Explains and enforces department policies and procedures
- Researches and resolves customer problems and concerns
- Escalates emergencies, and other time sensitive issues

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- Prepares, facilitates and manages highly confidential communications and information

Produces and drafts reports and other complex documents and materials:

- Prepares and drafts letters, memos, reports, brochures, newsletters and other material for department
- Proofreads and edits documents
- Designs graphics and layout for brochures, presentations and other materials
- Gathers data, conducts research and organizes information
- Creates and maintains spreadsheets and databases and prepares reports, tables and charts.
- Drafts reports or summaries on specific subject area.

Plans and coordinates Meetings or Special Events:

- Assist in planning events including identifying topics, activities and/or speakers
- Plans dates, design invitations, determines venue, coordinates materials, audio visual or other set-up needs
- Contact speakers or presenters, arranges for payment or honorarium
- Assists with plans for marketing and publicity
- Coordinates logistics on-site during event or program

Program or Project Coordination:

- Coordinates and serves on committees including collecting agenda items, preparing and disseminating agendas, preparing minutes
- Tracks and follows up on action items for committees or project members
- Develops and tracks database of students, study participants or other constituents
- Drafts program materials or brochures
- Updates web information and drafts content for posting
- Troubleshoots problems: refers complex questions or concerns to the correct individual

What We're Looking For

Basic Requirements:

- Typically a high school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of experience.
- Requires advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge.

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- In addition knowledge of budgets and excellent organizational and interpersonal skills.

Preferred Qualifications:

- Strong communications skills, including ability to write in a clear and concise manner.

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