

Staff Assistant - School of Arts and Sciences Tufts University

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Posted Jun. 18, 2024, set to expire Dec. 31, 2024

Job Title	Staff Assistant - School of Arts and Sciences
Department	Philosophy Department
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 18, 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/20604?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Philosophy Department is committed equally to excellence in research and in teaching at both the graduate and undergraduate levels.

In addition to our major and minor in philosophy, we offer a certificate program in Ethics, Law, and Society, as well as courses for students who have never taken a philosophy course, who want to improve their critical thinking skills, or who wish to look at foundational issues in another field of study. Our master's degree program is world-renowned and is perennially rated the leading stepping-stone graduate program in the United States by The Philosophical Gourmet Report.

The research interests of faculty members range from analytic metaphysics to the history of ethics to philosophy and film. We have strengths in political and social philosophy (including feminism and philosophy of race); philosophy of mind; philosophy of science; philosophy of language, ethics, aesthetics, metaphysics and

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epistemology; and continental philosophy.

What You'll Do

Under limited supervision, the Staff Assistant performs complex and diverse duties for the department and serves as a source of information and problem solving for students, faculty, staff and other constituents. The Staff Assistant will provide general guidance and explanation of departmental policies and procedures and may communicate on behalf of manager(s) to explain or disseminate information, and will provide administrative support including the below:

- Organizing files systems for office
- Coordinating meetings and travel arrangements
- Producing, proofreading and editing complex reports, documents and spreadsheets
- Monitors, tracks expenditures, resolves problems and reports on department budget and/or grants
- Coordinate planning and logistics for meetings and special events including design of marketing and publicity materials, tracking responses, working with speakers on materials and set up
- May also coordinate department projects or programs, which may entail assisting with development of materials and brochures, updating web information and assisting with content and design

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a high school diploma/GED and 2-4 years of administrative experience OR college degree with 1-3 years' experience
- Proficiency in Microsoft Office suite, including word processing, editing, graphics, spreadsheet and database knowledge
- Bookkeeping or basic accounting knowledge
- Strong organizational and interpersonal skills

Special Work Schedule Requirements:

This is a hybrid position expected to be on campus at least 4 days/week.



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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.

Contact Information

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

Contact