

Executive Assistant to the Vice President
Tufts University

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Downloaded On: Oct. 30, 2024 7:39pm

Posted Jul. 10, 2024, set to expire Dec. 31, 2024

Job Title	Executive Assistant to the Vice President
Department	Office of the Vice President for Finance and Treasurer
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20683?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The role of the Office of the Vice President for Finance and Treasurer is to provide leadership and direction to its various divisions. The Office of the Vice President for Finance and Treasurer will facilitate the delivery of quality servicestoy these units to meet the needs of the University, and to provide quality and innovative financial services in partnership with and support of the overall goals and objectives of the university.

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What You'll Do

Providing executive administrative support to the VP for Finance and Treasurer, this position plays a critical role in facilitating the successful operation of the office. Under general direction the Executive Assistant (EA) will perform a broad range of diverse administrative and analytical duties for the VP including complex calendar management; extensive meeting and event planning; researching and assembling data for reports and special projects; budget management and develop presentation material.

The EA will function as a liaison between division management and the VP to ensure necessary coordination and access is provided. The EA will become knowledgeable about the goals and activities within the Finance Division and provide coordination and support between Division management and the VP. This position will anticipate scheduling needs and ensure the development of material necessary to support Division goals; this may include proactive coordination among units within the Division. Superior communication and organizational skills, judgment, discretion, adaptability, and knowledgeable expectancy of needs are essential qualities for this position. Assist the VP by coordination the development and timely submission of reports and agenda material from various offices and individual throughout the University necessary to support the periodic meetings of the Trustee Administration & Finance, Audit, Risk and Compliance and Buildings and Grounds Committees

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree with 5 plus years of previous executive support experience
- Proficiency in Microsoft Office, including Outlook, Word, Excel, and PowerPoint
- Must exercise professional judgement in dealing with confidential information
- Must be experienced in managing multiple projects
- Excellent verbal and written communications skills as well as extremely detailed with strong organizational skills
- Demonstrates the ability to act in a decisive, urgent, and committed way to achieve results

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Preferred Qualifications:

- Prior experience in an academic institution is a plus

Special Work Schedule Requirements:

Extra hours can be required during high volume or deadline periods to meet the evolving needs and priorities established by the VP and Finance Division

Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

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