

Staff Assistant - The Fletcher School Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=241975>

Downloaded On: Jul. 27, 2024 12:26pm

Posted Jul. 24, 2024, set to expire Dec. 31, 2024

Job Title	Staff Assistant - The Fletcher School
Department	Fletcher Office of Admissions and Financial Aid
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 24, 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/20753?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933, Fletcher's multi-disciplinary education in international relations, law, and business has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations. The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible. We are also committed to increasing the diversity of our administrative staff. Members of under-represented groups are strongly encouraged to apply.

Staff Assistant - The Fletcher School Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=241975>

Downloaded On: Jul. 27, 2024 12:26pm

Posted Jul. 24, 2024, set to expire Dec. 31, 2024

The Fletcher Office of Admissions and Financial Aid is responsible for the recruitment, selection, and enrollment of students for several degree programs (MA, MALD, MIB, LLM, MATA, GMAP and PhD). The office is responsible for all matters related to incoming and continuing student financial aid.

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 position is front facing and the first point of contact, welcoming students/visitors, answering the main phone line, and managing the Admissions email inbox, etc.. The individual will provide general guidance and explanation of departmental policies and procedures and may communicate on behalf of manager(s) to explain or disseminate information.

The Staff Assistant will also provide administrative support including (but not limited to) maintaining an organized office, coordinating meetings and assisting with travel planning, as well as producing, proofreading and editing complex reports, documents and spreadsheets, overseeing day-to-day operations (e.g., work orders, etc.) Monitors, tracks expenditures, resolves problems and reports on department budget and/or grants. Staff Assistant will coordinate planning and logistics for meetings and special events (e.g. recruitment etc.) including all elements related to set up (e.g., packet/nametag creation, facilities and catering orders, etc.). May also coordinate department projects/programs, which may entail assisting with development of materials and brochures, updating web information.

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired by 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 mail merging, word processing, editing, graphics, spreadsheet and database knowledge.
- Bookkeeping or basic accounting knowledge.
- Strong organizational, communication and interpersonal skills and excellent work ethic

**Staff Assistant - The Fletcher School
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=241975>

Downloaded On: Jul. 27, 2024 12:26pm

Posted Jul. 24, 2024, set to expire Dec. 31, 2024

Preferred Qualifications:

- College degree with experience supporting administrative offices preferred.
- Excellent written and oral communication skills.
- Strong attention to detail.
- Comfort with frequent interruptions.
- Experience with Slate is helpful.

Special Work Schedule Requirements:

- This position is hybrid with four days in-office and one day remote.

Pay Range

Minimum \$22.10, Midpoint \$26.30, Maximum \$30.50

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

,