

Administrative Assistant Tufts University

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Posted Sep. 3, 2024, set to expire Jan. 13, 2025

Job Title	Administrative Assistant
Department	School of the Museum of Fine Arts
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 3, 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/20904?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Faculty Affairs at Tufts University's School of the Museum of Fine Arts (SMFA) manages the administrative aspects for/of faculty: recruitment and hiring, appointments, compensation, faculty unions, reappointment, reviews, leaves, and retirement. The SMFA is part of Tufts' School of Arts and Sciences. The School of Arts and Sciences manages faculty for both the SMFA and the School of Arts and Sciences.

What You'll Do

Under minimal supervision, the Administrative Assistant provides advanced organizational support and communications for the Office of Faculty Affairs, serving as the primary contact/liaison between the office of the Dean of Academic Affairs and the Faculty of the School. The Administrative Assistant will

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handle complex and confidential situations and requests, and serve in a highly visible capacity as a resource for the SMFA departments with internal and external customers. This position will handle the below duties:

- Produce, proofread, and edit reports and other complex documents and materials
- Gather data, conduct research, and produce summaries for presentations
- May also coordinate programs and/or projects for departments at the SMFA
- Liaise between the Dean's office and the faculty generally in close consultation with the Dean of Academic Affairs at SMFA
- Produce and draft reports, schedules, and other documents and materials
- Provide administrative support for faculty hiring, onboarding, and promotion logistics, managing calendars and schedules, and afford general office and meeting support
- Plan and coordinate meetings and special events, including contacting speakers.

A successful candidate should possess excellent organizational and interpersonal skills and the ability to prioritize demands from multiple sources with discretion. Faculty Affairs will be the priority, and this position involves dealing with confidential information. Therefore, exercising appropriate discretion is a must.

Basic Requirements:

- Knowledge and skills as typically acquired by 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 Excel, PowerPoint, Word; spreadsheet and database knowledge and familiarity with using student information systems
- Comfortable with learning new technology platforms/systems
- Bookkeeping or basic accounting knowledge
- Excellent organizational and interpersonal communication skills

Preferred Qualifications:

- Knowledge of Microsoft office suite and Student Information Systems is required as are excellent communication and presentation skills
- Familiarity with cloud-based file storage and management platforms preferred
- Ability to work effectively with diverse populations, ability to manage competing demands, excellent problem-solving skills, and ability to work independently and as part of a team

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- Flexibility and demonstrated competence to assess priorities, manage a variety of activities in a time-sensitive environment, and meet competing deadlines with attention to detail and quality
- Strong interpersonal and written/verbal communication skills
- Ability to interact professionally with all levels of Students, Staff and Faculty

Special Work Schedule Requirements:

This is a hybrid position expected to be on campus three days per week, including Wednesdays.

Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

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