

Staff Assistant Tufts University

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

Job Title	Staff Assistant
Department	Physics and Astronomy Department
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/20901?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The principal activities of the Physics and Astronomy Department are research and education, at both the undergraduate and graduate level. The department strives both to contribute to the growing understanding of the physical universe, and to educate students in both the content of physics and its methods and principles.

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 administrative support and general guidance and explanation of departmental policies and procedures and may communicate on behalf of manager(s) to

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explain or disseminate information.

Responsibilities include:

- Serves as first point of contact for visitors and department members
- Organizing files systems for office, coordinating meetings and travel arrangements
- Producing, proofreading, and editing complex reports, documents, and spreadsheets
- Monitoring, tracking expenditures, resolving problems and reports on department budget and/or grants
- Coordinating 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 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 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 most days during the academic year and occasional nights and weekends.



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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