

**Staff Assistant - Boston Campus
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=245584>

Downloaded On: Dec. 4, 2024 4:20am

Posted Sep. 23, 2024, set to expire Feb. 3, 2025

Job Title	Staff Assistant - Boston Campus
Department	University Advancement
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Institutional Advancement Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20962?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University Advancement Division (UA) is a comprehensive development and alumni relations enterprise with a staff complement of approximately 200 full-time employees. Functional units within UA include development/fundraising, alumni relations, stewardship and donor relations, special events, gift processing, research and prospect management, gift planning, corporate and foundation relations, campaign management, and information systems and management.

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What You'll Do

Tufts University School of Medicine is looking for a Staff Assistant to join the Office of Development and Alumni Engagement. Our office serves the Tufts School of Medicine community to build relationships, strengthen engagement, and encourage giving to support the mission of the school. The Staff Assistant will support frontline fundraisers with coordination of meetings, booking domestic & international travel, and generating reports. With a strong attention to detail, this person will be responsible for writing and editing content for internal and external audiences and planning and staffing events.

What We're Looking For

Basic Requirements:

- 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.

Preferred Qualifications:

- Experience in higher education, or another nonprofit setting, assisting with fundraising/development and event planning.
- Prior experience or knowledge of fundraising and alumni relations.
- Excellent communication skills; both written and verbal
- Ability to best communicate the company's message on different social media platforms.
- Demonstrated ability to be detail-oriented and handle multiple projects concurrently.
- Familiarity with Access and Salesforce (or comparable donor and information management system).

Pay Range



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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