

Executive Administrative Assistant Tufts University

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Posted Nov. 25, 2024, set to expire Apr. 7, 2025

Job Title	Executive Administrative Assistant
Department	School of the Museum of Fine Arts
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Arts/Museum/Theater Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21165?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

What You'll Do

The Executive Administrative Assistant supports the work of one or more school or division executives by carrying out complex executive administrative duties, handling sensitive communications and managing complex requests for meetings and attention of the executive(s). The Administrative Assistant will handle the below duties:

- Manages and prioritizes communications on behalf of executive(s) with internal and external constituencies.
- Briefs executive(s) on priority issues and matters needing attention.

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- Manages email accounts and drafts responses.
- Drafts and refines complex and confidential documents, reports, strategic and tactical plans for unit.
- Prepares briefings and materials for presentations.
- Attends meetings to support and understand content, prepares agendas, compiles minutes and tracks/reports on action items.
- Manages and prioritizes executives' calendars and schedules, including managing high volume of large meetings and overlapping requests.
- Organizes and plans complex travel arrangements.
- Oversees operations of executive(s) office.
- Ensures that facilities and technology equipment needs are met and coordinates or obtains needed services.
- Compiles data and gathers information that may be confidential and/or sensitive for internal, external, ad hoc and annual reports for unit.
- Organizes, plans and/or assists with logistics for retreats and other large unit events.
- Manages or participates in projects.
- May assist executive(s) in managing and tracking designated budgets and may liaise with budget office to gather and provide budget information.
- Compiles budget information for regular and annual financial reporting.
- May hire and train student, temporary or support staff.
- Monitors and recommends support staff needs to ensure effective workflow for executive(s) office.
- Performs other duties as needed.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a High School/GED and 5+ years' experience
- Experience supporting organization leadership or executives; experience in higher education a plus.
- Advanced knowledge of Microsoft Office Suite.
- Financial acumen.
- Advanced organizational, interpersonal and leadership skills.

Preferred Qualifications:

- Associate's degree and/or completion of related certificate program strongly preferred.

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- Interest in or experience in the visual arts preferred.

Special Work Schedule Requirements:

This job involves responsibilities that are performed in an on-site and hybrid working environment. Associated positions' flexible work category designations are based upon the business unit's operational needs. This position is expected to be on campus 4 days per week.

Pay Range

Minimum \$32.40, Midpoint \$38.50, Maximum \$44.70

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