

**Administrative Assistant
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=251617>

Downloaded On: Jan. 15, 2025 6:45am

Posted Jan. 14, 2025, set to expire Dec. 31, 2025

Job Title	Administrative Assistant
Department	Office of Alumni Engagement
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 14, 2025
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/21296?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The mission of the Office of Alumni Engagement is to inspire lifelong engagement with the Tufts Community. Through connections, shared experiences, and opportunities to give back, we empower Alumni to make an impact on each other and the University. This is accomplished through extensive programming initiatives in Boston, throughout the United States and around the world catering to a variety of alumni needs and interests. OAE is the key point of contact for all alumni of the University. In conjunction with the Alumni Association, the Office of Alumni Engagement plans events and programs including Alumni Weekend, Homecoming, Reunions, Lifelong Learning & Travel Learn, Career Networking, Alumni Awards, Senior Awards and Alumni Council meetings, as well as programming for current students of the University, soon to be alumni.

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What You'll Do

Under minimal supervision, the Administrative Assistant provides advanced administrative support and communications for the department of Lifelong Learning department in the Office of Alumni Engagement and Annual Giving. The person in this role oversees daily operations, evaluates workflow and productivity and provides direction and guidance to office staff. Produces and drafts reports and other complex documents and materials, including proofreading and editing, designing layout and graphics for brochures and presentations. This position will handle complex and confidential situations and requests and serve in a highly visible capacity as a resource for department with students, staff, faculty and other constituents. Coordinates department budget to include monitoring, tracking expenditures, troubleshooting problems and preparing reports. Will also gather data, conduct research and draft reports, summaries or material for presentation. Plan and coordinate meetings and special events, including contacting speakers, designing promotional material and coordinating support for speakers and presenters. May also coordinate programs and/or projects for the Lifelong Learning and Alumni Career Services departments.

What We're Looking For

Basic Requirement

Typically 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 word processing, editing and graphics functions, spreadsheet and database knowledge.
- In addition, bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills.

Preferred Qualifications:

- Word, Excel, database management, website maintenance, and Qualtrics (or similar survey tool)



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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

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