

Program Assistant - CIRCLE, Tisch College  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=251663>

Downloaded On: Jul. 16, 2025 7:31pm

Posted Jan. 15, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Program Assistant - CIRCLE, Tisch College
<b>Department</b>	Jonathan M. Tisch College of Civic Life
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21293?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21293?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Jonathan M. Tisch College of Civic Life prepares Tufts students to become active citizens and community leaders. As the only university-wide college of its kind, its mission is to engage Tufts students in meaningful community building, public service experiences, and transformational learning. It conducts groundbreaking research on young people's civic and political participation, and forges innovative community partnerships. Tisch College is a national leader in civic education, whose model and research are setting the standard for higher education's role in civic engagement.

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CIRCLE is a research-based think tank that studies how young people, K-12, in the United States learn to become active participants in our democracy. We promote civic development. The central focus of its work is on expanding access to civic learning and engagement opportunities, especially for marginalized youth.

The Tisch College Community Research Center (TCRC) is a champion and resource for civically engaged and community-centered scholarship across all Tufts campuses. With an emphasis on community participatory and action research, TCRC advances equitable and innovative community-university research partnerships through developing resources, networks, visibility, and new opportunities for learning.

### **What You'll Do**

#### **Please submit a cover letter with your application.**

Under limited supervision, the Administrative Program Assistant supporting our Research groups will provide advanced support and coordination to the research teams. They must be able to perform complex and diverse administrative duties including organizing and maintaining files and databases; design and update applications or forms for data entry, participate in the development of programs or projects while coordinating logistics for meetings and events including travel and arrangements for speakers. The Program Assistant will support the Senior Director of CIRCLE with their scheduling. They will serve as a source of information and problem solving for staff, and other constituents. They will provide general guidance and explanation of departmental policies and procedures and may communicate on behalf of manager(s) to explain or disseminate information. They will also be responsible for paperwork which includes completing and submitting various forms and requests, including incentive and honorarium payments, and keeping track of student worker hours.

Strong communication skills and sound judgment are needed to interact in a positive and effective way with multiple stakeholders including student workers, community members, staff, and faculty. The successful candidate will need to demonstrate cultural awareness and agility, collaborate with partners and practitioners, and act as a resource to a vibrant and diverse community. The position will be expected to handle sensitive information with discretion, and multiple deadlines.

While this position will be working directly with the research teams, they will report to the Administrative Manager.

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## What We're Looking For

### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree and 1-3 years of related administrative office experience.
- Experience working with a research team.
- Excellent communications skills.
- Excellent customer service skills.
- Strong technology skills (Word, Excel, PowerPoint, Outlook).
- Experience working in a culturally diverse environment, with a commitment to equity and inclusion, with people representing diverse social identities and political perspectives.

### Preferred Qualifications:

- Knowledge of or experience with Salesforce.
- Experience and knowledge of structures and systems within higher education .
- Experience with Adobe products such as Adobe Illustrator.
- Ability to collaborate and communicate effectively with practitioners and other stakeholders in a variety of communities with racial and economic diversity.

## 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

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