

Staff Assistant Tufts University

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Posted May 7, 2025, set to expire Dec. 31, 2025

Job Title	Staff Assistant
Department	Biomedical Engineering
Institution	Tufts University Medford, Massachusetts
Date Posted	May 7, 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/21841?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Biomedical Engineering (BME) Department is a multidisciplinary academic department at Tufts University with significant emphasis on research in areas of tissue engineering, biomaterials, cellular agriculture, devices, medical instrumentation, and biomedical optics. With a robust research and teaching program, BME offers comprehensive education and research opportunities to graduate (PhD, MS) and undergraduate (BS) students, faculty, and industrial colleagues interested in these fields.

The Department actively coordinates and interfaces with other departments, schools, and programs at and outside the University to foster research collaborations at its facilities.

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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. Provide general guidance and explanation of departmental policies and procedures and may communicate on behalf of manager(s) to explain or disseminate information.

The Staff Assistant will also provide administrative support including organizing files systems for department, coordinating meetings/events and travel arrangements, as well as producing, proof-reading, and editing complex reports, documents, and spreadsheets. Monitors, tracks expenditures, allocates expenses for large research portfolios and operating budget, resolves problems and reports on department budgets and/or grants. Coordinate planning and logistics for meetings and special events including design of marketing and publicity materials, tracking responses, working with stakeholders 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 experience typically acquired by:

- A high school diploma/GED and 2-4 years of administrative experience **OR** a 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

Working Conditions:

- Occasionally required to work outside of normal business hours
- Work is performed in a shared office environment
- This is a hybrid position, with a minimum of three (3) days per week worked on-campus in Medford, MA. Two (2) days per week may be able to be performed remotely, however business needs at the time will determine this.

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

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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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