

Executive Administrative Assistant to Dean or VP Tufts University

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Posted May 6, 2025, set to expire Dec. 31, 2025

Job Title	Executive Administrative Assistant to Dean or VP
Department	Graduate School of Biomedical Sciences
Institution	Tufts University Medford, Massachusetts
Date Posted	May 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21572?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts Graduate School of Biomedical Sciences Dean's Office provides direction, policies, procedures, and oversight for faculty, administrators, staff, and students; provides academic and student services in an efficient, effective, and customer-oriented manner; works with the Deans, Faculty, Program Directors, and graduate students to maintain the quality of our programs; and solves problems that arise in any of these areas.

What You'll Do

The Executive Assistant is a highly visible, on-site role that supports the work of the dean's office by providing complex executive administrative and organizational support which includes: assisting the Dean with the administration of GSBS such as organizing Executive Council and program and faculty

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committee meetings, event planning, calendaring, communications with internal and external constituencies, triaging GSBS student needs, and acting as a liaison with a diverse array of constituencies while promoting a culture of inclusion and responsiveness through customer-centric support. The position will not supervise staff on a permanent basis but will supervise ad hoc staff and students in the planning and on-site execution of events and programs. This position requires excellent interpersonal skills, outstanding judgment, and the ability to proactively solve problems and/or independently handle issues. This person serves as the first point of contact for the dean's office and may sometimes cross cover for the TUSM Dean's Office.

Assist Dean with coordination of all GSBS Committee Meetings, manage and coordinate all school-wide events (content design, speaker logistics, registration, catering, room reservations, facilities set-up, audio-visual, event advertising, programs, information packets, name tags, etc.) Include, but not limited to Awards Ceremony, Graduation, Accepted Student Revisit Day, Celebration of Service and Program Reviews. Manages and optimizes the dean's meeting schedule.

- Manage and coordinate all short courses/bootcamps/professional development programs
Serve as first point of contact for a variety of student-related matters, including assisting the dean with review of accommodation requests.
- Work with leadership of the GSBS Student Council and other student organizations to organize and implement their programs and events throughout the year.
- Write and publish the bimonthly e-Newsletter, The Good
- Maintain the School website and social media presence ensuring that information provided is accurate and current
- Design, coordinate content, and produce all publications including the Student Handbook and Program Guide
- Develop, manage, and maintain policies and procedure as and establish documentation to support seamless coordination of Dean's Office responsibilities.
- Manages and participates in special projects as required.
- Serves as resource for Program Directors.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through Associate's degree or higher in education, hospitality, event management, communications, marketing or related field

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- 5 years of experience in administration, professional event management, communications or related area
- Strong written and oral communication skills.
- Strong project management skills - Experience managing multiple projects at the same time, ability to manage multiple priorities, strict attention to detail and work to deadlines
- Highly organized, with time management skills that allow for independent work.

Preferred Qualifications:

- 3+ years experience in higher education preferred.
- A demonstrated ability to engage and effectively communicate with diverse audiences
- Demonstrated ability to develop strategy for engaging audiences through purpose-driven programs and events
- A team player with strong interpersonal skills and ability to work with diverse individuals
- Creative thinker with an eye for design and thinking outside the box
- Thorough research, analytical, critical thinking and decision- making skills that allow you to identify and resolve problems
- Flexible and adaptable while thriving in a fast-paced environment
- Experience developing program messaging that communicates an organization's vision and mission, and inspires deeper constituent commitment
- Demonstrated experience with contract negotiation
- Ability to develop and manage program budgets
- Experience in student facing teams and/or handling accommodation requests a plus.

Pay Range

Minimum \$35.50, Midpoint \$42.30, Maximum \$49.00

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.

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Contact

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