

Administrative Assistant - University Advancement
Fletcher School
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=258187>

Downloaded On: Dec. 14, 2025 2:23pm

Posted Jun. 12, 2025, set to expire Dec. 31, 2025

Job Title	Administrative Assistant - University Advancement Fletcher School
Department	Tufts University Advancement Division
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 12, 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/21421?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Please include a cover letter with your application.

Office of Development and Alumni Engagement – Administrative/Staff Assistant

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The Tufts University Advancement Division (UA) is a comprehensive development and alumni engagement enterprise with a staff complement of approximately 200 full time employees. Units within UA include development/fundraising, alumni engagement, stewardship and donor relations, special events, gift processing, research and prospect management, gift planning, corporate and foundation relations, and information systems and management. UA's mission is to build strong relationships with Tufts University's constituents, match donor interests with the University's needs and priorities, and secure the financial resources necessary for Tufts to achieve excellence in teaching, research and scholarship. The Division is strongly committed to serving the academic agenda of the University and creating a culture of philanthropy in the extended Tufts community. Integrity, collegiality, diversity, accountability, mutual trust, and respect for the individual, as well as the intentions of our donors, are the values that guide the work of the Division.

The Fletcher School

Located on Tufts University's Campus in Medford, Massachusetts, The Fletcher School remains true to its 90-year-old mission, offering a broad professional education in international relations for students committed to maintaining the stability and prosperity of a complex, challenging, and increasingly global society. Students develop a worldwide perspective that empowers them to become responsible and effective experts in international affairs. Diversity and inclusion are woven into the fabric of The Fletcher School. It actively seeks out differing perspectives, cultures, and experiences critical to understanding the issues encompassing today's world. The School is renowned for its valuable library and distinguished faculty.

What You'll Do

Office of Development and Alumni Engagement – Administrative/Staff Assistant

Reporting to the Director of Alumni Engagement and under limited supervision, the incumbent provides advanced administrative support, data management, reporting, and other such administrative functions as required. He/She coordinates operations for three key functional areas to include, Alumni Engagement, Annual Giving and Donor Relations/Stewardship, along with other department or business as needed. Handles confidential situations, resolves problems and serves as primary resource for the staff of the Office of Development and Alumni Engagement.

The Administrative/Staff Assistant will focus on supporting key functional areas, supporting those area leads and the office, as a whole, as needed. This position does not typically require travel but may require occasional evening or weekend work for special programs such as Convocation, Alumni Weekend, Commencement and other such events. The University Advancement Division requires that all staff work from the office not less than two days a week, including participating in Division meetings and office team situations. This staff member will support the gift acknowledgements process as well as the pledge reminder process under the supervision of Donor Relations lead.

Serves as a resource for internal and external constituents; explains/enforces department policies and procedures; researches and resolves escalated problems or concerns and may, at the direction of his or her manager, communicate on behalf of the office. May monitor and request updates to website and social media channels and work with marketing and communications team on communications projects and materials.

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Works with his/her manager and produces and edits complex documents, reports, spreadsheets and material for presentations. Responds to routine correspondence; prepares meeting agendas and minutes.

Oversee daily operations of three key functional areas within the Office of Development and Alumni Engagement. Evaluates workflow, productivity and customer service. Oversees services from university departments to ensure technology, facilities, procurement and other needs are met.

What We're Looking For

Basic Requirements

- High school education and 2-4 years of administrative experience or college degree with 1-3 years' experience.
- Intermediate knowledge of Microsoft Office suite and ability to process financial transactions.
- Knowledge of customer relations management software such as Salesforce
- Good customer service skills.

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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