

Staff Assistant - Romance Studies Tufts University

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Posted Aug. 8, 2025, set to expire Dec. 31, 2025

Job Title	Staff Assistant - Romance Studies
Department	Department of Romance Studies
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 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/22162?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Romance Studies is committed to educating students in French, Italian, Portuguese, Spanish languages and culture, and in Latin American Studies.

Latin American Studies is an Interdisciplinary program which encourages students to integrate the varying disciplinary perspectives of the arts, literature, social sciences, and history, along with the study of languages of the area, into a coherent view of Latin America.

What You'll Do

The Staff Assistant supports the administrator for the Department of Romance Studies by performing complex and diverse duties and serves as a source of information and problem solving for students, faculty, staff and other constituents. The Staff Assistant also

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collaborates in the administrative processes for the Latin American Studies program and its director. Tasks performed under this position may include:

- Troubleshooting tech problems for faculty
- Organizing file systems for department and program
- Coordinating meetings and travel arrangements
- Producing, proofreading and editing complex reports, documents and spreadsheets
- Providing general guidance and explanation of departmental policies and procedures and may communicate on behalf of manager(s) to explain or disseminate information
- Monitoring, tracking expenditures, and resolving problems and reports on department budget and/or grants
- Coordination within the administrative staff also includes: coordinate planning and logistics for meetings and special events including design of marketing and publicity materials, tracking responses, working with speakers on logistics, 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 skills as typically acquired by a high school diploma/GED and 2-4 years of administrative experience OR 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

Preferred Qualifications:

- Knowledge of Mac operating systems a plus

Special Work Schedule Requirements:

This is a hybrid position expected to be on campus most days during the academic year, and rare nights and weekends.

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Pay Range

Minimum \$22.50, Midpoint \$26.80, Maximum \$31.10

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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