

Staff Assistant Tufts University

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Posted Sep. 11, 2025, set to expire Jan. 23, 2026

Job Title	Staff Assistant
Department	Corporate and Foundation Relations
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 11, 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/22328?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Corporate and Foundation Relations (CFR) is a centralized unit within Tufts University Advancement. Advancement supports the University's mission by strengthening relationships that inspire loyalty and support, working closely with the President, Provost, Deans, and academic leadership in service to the academic agenda. As Tufts' primary resource for philanthropic and institutional partnerships with corporations, foundations, and associations, CFR leads the University's partnership strategy—cultivating support and collaborations that advance teaching, research, training, and civic engagement. With team members embedded across all schools and campuses, CFR connects external partners with University leadership, faculty, and staff to align shared interests and build mutually beneficial partnerships.

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What You'll Do

The Staff Assistant provides essential operations support to Corporate & Foundation Relations (CFR) for Tufts' Health Sciences schools—the School of Medicine, the School of Dental Medicine, and the Cummings School of Veterinary Medicine. Reporting to the Director of Corporate & Foundation Relations, the position keeps complex fundraising work on track by coordinating proposal and report workflows, preparing acknowledgments, organizing meetings and events, tracking deadlines, and maintaining accurate records that support successful partnerships with corporations and foundations. This is a full-time (35 hours/week) hybrid role with regular in-person days on the Boston Health Sciences campus. The ideal candidate is a dynamic team player—conscientious, highly organized, detail-oriented, and a strong writer—who is proactive, deadline-aware, and committed to setting colleagues and faculty up for success.

Internal Support to Director and Development Officers (Calendars, Data & Coordination)

- Manage calendars and schedule/reschedule meetings for the Director and Health Sciences development officers (DOs); prepare agendas/materials; coordinate rooms/Zoom/AV.
- Maintain accurate fundraising records in the CRM (AIM)—proposals, contact reports, and cultivation/solicitation/stewardship activity—and pull routine reports from AIM/Tableau.
- Maintain shared Box folders and orderly digital files with current institutional documents, templates, and boilerplate.
- In partnership with the Assistant Director, maintain a master calendar of proposal and reporting deadlines and requirements by school; monitor progress and flag upcoming milestones.

Proposals, Reporting, Acknowledgments & Internal Communications

- Run weekly acknowledgment reports; draft, route, and track acknowledgment letters; coordinate signatures (including Presidential letters when appropriate); record final actions in AIM; maintain acknowledgment procedures with DOs.
- Assist in the preparation of proposals and reports: gather institutional information and attachments, complete sponsor portals, and proofread for accuracy and completeness.
- Assemble stewardship materials (brief financial summaries, photos, relevant news) and make brief CFR web updates; coordinate distribution of CFR news via Advancement channels.
- Record and distribute notes from CFR check-in/"Round Robin" meetings (using approved tools per University policy); Download and circulate requested Boston Business Journal articles to the team.

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Gift/Grant Processing & Financial Administration

- Prepare invoices, gift transmittals, and in-kind documentation; calculate in-kind valuations; help reconcile unidentified transactions and claim funds.
- Serve as expense proxy for development officers; prepare and submit reimbursements and expense reports; assist with light budget tracking as requested.

Scheduling, Events & Internal Operations

- Schedule and coordinate meetings and events for corporate/foundation partners and donors, including agenda/material preparation; coordinate faculty/leadership participation.
- Manage logistics end-to-end: room reservations via University systems, catering/facilities, and AV; provide on-site support on in-person days.
- Coordinate event-related purchases with the Administrative Coordinator and assist with related travel arrangements.
- Prepare post-visit follow-ups by consolidating materials and tracking action items.
- Assist with travel planning for DOs and distribute Boston Business Journal articles as requested.

What We're Looking For

Basic Requirements:

- Requires 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. Ability to learn additional software applications as needed. Familiarity with grant management, bookkeeping or basic accounting knowledge a plus.
- Strong organizational and interpersonal skills.
- Ability to handle highly sensitive and confidential information with discretion

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.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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