

# Staff Assistant Tufts University

Direct Link: <a href="https://www.AcademicKeys.com/r?job=262529">https://www.AcademicKeys.com/r?job=262529</a>
Downloaded On: Nov. 17, 2025 11:00pm
Posted Sep. 15, 2025, set to expire Jan. 27, 2026

Job Title Staff Assistant

**Department** Eliot Pearson Children's School

**Institution** Tufts University

Medford, Massachusetts

Date Posted Sep. 15, 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/22339?lang=en-

us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

**Job Description** 

#### Overview

The Eliot-Pearson children's school is the laboratory-demonstration school affiliated with the Eliot-Pearson department of child study and human development at Tufts University. The school serves as a model and demonstration facility, providing a training and observation site for new and experienced teachers and a research facility for faculty and supervised students. The children's school enrolls approximately 65 children. It has preschool and kindergarten to second grade classes.

### What You'll Do

The Staff Assistant provides administrative support to insure smooth operations of the school. The Staff Assistant provides administrative and secretarial support, serves as a resource to families, assists with entering and maintaining data for applications, admissions and observations at the school. This



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individual supports administrators with daily operation of the office, and troubleshoots problems.

## What We're Looking For

#### **Basic Requirements:**

- Knowledge and skills as typically acquired a high school diploma/GED and 2-4 years of administrative experience or college degree with 1-3 years' experience.
- Demonstrated communication skills with diverse/inclusive teachers, staff, professionals, children and families.
- Ability to work independently and effectively in a team with flexibility and adaptability
- Secretarial/business skills, Computer literacy with Macintosh and PC platforms software (Microsoft word, Excel, Appleworks or MS Publisher, iPhoto and other digital imaging programs)
- Organized and able to multi-task, set priorities; ask for help, and know when to defer decisions

#### **Preferred Qualifications:**

- Ability to work in a university and school setting under the direction of the Director.
- Bachelor's degree and more than three years of related experience
- Knowledge and experience with school environments and diverse environments

#### 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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