

Staff Assistant Tufts University

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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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