

**Administrative Assistant - Dean's Office  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=264310>

Downloaded On: Dec. 25, 2025 6:59am

Posted Oct. 23, 2025, set to expire Mar. 6, 2026

<b>Job Title</b>	Administrative Assistant - Dean's Office
<b>Department</b>	School of Arts and Sciences
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Oct. 23, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22449?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22449?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

Tufts University's largest school, the School of Arts and Sciences, is committed to intellectual and artistic engagement through a liberal arts tradition that prepares all of our students for a lifetime of learning.

Through a broad and comprehensive curriculum, students choose from among more than 70 undergraduate degree programs. Our liberal arts core is founded on dynamic learning, research, and creative partnerships between faculty and students who think deeply and shape ideas together. An emphasis on active learning leads Tufts students to become thoughtful and expert practitioners in their professions and leaders in their local and global communities.

To work in the School of Arts and Sciences is to be a member of a diverse and vibrant intellectual community committed to making a positive impact on the world. You work with academically-talented

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and energetic students, high impact scholars and researchers, dedicated and inspiring teachers, and talented and creative staff members.

### What You'll Do

The Administrative Assistant supports the work of the school's three academic deans by carrying out complex administrative duties which include, but are not limited to:

- Assisting the deans in managing and prioritizing communications with internal and external constituencies
- Organizing and planning logistics of meetings, retreats, and events
- Editing, proofreading, and composing correspondence and reports
- Participating in or leading assigned projects for the dean's office
- Organizing and planning complex and worldwide travel arrangements
- Serving as the primary office contact for students, faculty, staff, and visitors
- Program or project coordination
- Coordinating expenses

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of an Associate's degree or equivalent
- 3-5 years of related professional experience
- Superior written and oral communication skills
- Ability to work with confidential information and data
- Proficient with MS Office applications
- Detail-oriented with excellent organizational skills
- Strong interpersonal skills

#### Preferred Qualifications:

- Bachelor's degree
- Experience in a university setting

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**Special Work Schedule Requirements:**

This is a hybrid position expected to be on campus at least 3 days each week and as needed for specific events. May require overtime outside standard work schedule.

**Pay Range**

Minimum \$27.30, Midpoint \$32.50, Maximum \$37.70

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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