

HR Assistant
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=268460>

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Posted Nov. 18, 2025, set to expire Apr. 1, 2026

Job Title	HR Assistant
Department	Human Resources
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources
Job Website	https://jobs.tufts.edu/jobs/22479?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

In support of the University's mission to be a high quality educational and research institution, the Human Resources team partners with University communities to provide a broad array of programs and services.

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Human Resources is committed to providing excellent service as a partner with management in the recruitment and retention of highly qualified diverse staff facilitating positive employee relations training to enhance employee skills, performance and job satisfaction. Human Resources creates and implements programs to increase organizational effectiveness as we design and deliver fair, competitive benefit and compensation programs. Working together in a spirit of continuous improvement and collaboration, the Human Resources team contributes to a progressive and productive work environment that meets the challenges of a changing world.

What You'll Do

Under direct supervision of the Administrative Services Manager, the HR Assistant provides varied Human Resources support services to one or more functions including Talent Acquisition, Labor Relations, Employee Relations, Compensation, Benefits or Talent Management. Works with assigned HR team to understand client needs, execute client transactions and perform various administrative assignments. May be deployed within Human Resources to other assignments and groups as needed.

Essential Functions:

- Records Human Resources transactions for existing employees and new hires on approved forms and in appropriate systems and submits to Tufts Support Services (TSS) for processing changes. Follows up as necessary with departments and TSS regarding status of transactions.
- Runs and prepares assigned reports, distributing per designated schedule. May assist with auditing data and updating systems as required.
- Maintains and updates data in systems (such as HRIS, applicant tracking, case management) ensuring accurate and timely information.
- Schedules meetings ensuring proper room assignments, equipment, provisions and dates that meet client needs.
- Responds promptly to routine inquiries and service requests, appropriately routing or escalating to other resources as necessary.
- Provides back-up coverage for team members and coverage at reception desk as necessary in order to provide service. Works on special projects as assigned by Administrative Services Manager.

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What We're Looking For

Basic Requirements:

Knowledge and experience as typically acquired by:

- High School diploma/ GED and 0-2 years of experience
- Strong organizational skills, time management, attention to detail and ability to balance multiple priorities.
- Developed communication and interpersonal skills with demonstrated customer focus and professional demeanor.
- Proficient with Microsoft Office applications and standard office equipment. Ability and willingness to adapt and acquire new technical skills.

Special Work Schedule Requirements:

- This a Hybrid position that requires 3 days WFH and 2 days onsite. However, must be flexible and able to come into the office to complete preparations for onsite meetings, as needed.

Pay Range

Minimum \$24.70, Midpoint \$29.50, Maximum \$34.20

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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