

**Staff Assistant  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=227873>

Downloaded On: May. 9, 2024 2:08pm

Posted Dec. 20, 2023, set to expire May 13, 2024

<b>Job Title</b>	Staff Assistant
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Dec. 20, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/19926?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/19926?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**

## Staff Assistant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=227873>

Downloaded On: May. 9, 2024 2:08pm

Posted Dec. 20, 2023, set to expire May 13, 2024

The role of the Division of Animal Resources (DAR) is to facilitate research and teaching with animals at the Cummings School of Veterinary Medicine. The Tufts Farm and Laboratory Animal Medicine Service (LAMS) are integral units of the DAR. We maintain teaching and production herds of many common agricultural species including dairy heifers, beef cattle, horses, small ruminants, poultry as well as several other lab animal species. In addition to providing an opportunity for hands-on instruction and skill development of students in the professional DVM curriculum and many outside students. The Farm is also a faculty research resource. The Farm provides high quality animals for research, teaching and for market. The Laboratory Animal Medicine Service (LAMS) supports and facilitates research and teaching with animals at the Cummings School of Veterinary Medicine. To do this, LAMS develops and implements a high-quality program of animal care and use to enable the teaching and research activities of the school. This program is characterized by a high level of client service, strong veterinary expertise, effective technical service delivery, quality animal housing and care for many species, compliance with federal and state regulations and maintenance of AAALAC accreditation.

### What You'll Do

Under minimum supervision, the Staff Assistant will be responsible for the following responsibilities:

- Provide administrative support and serves as a source of information for students, faculty, staff, and other constituents.
- Provide general office support including filing, maintaining office supplies, scheduling appointments, data entry, maintaining databases, ordering and making travel arrangements.
- File and maintain records, orders supplies S/he provides information about the department and responds to questions and may resolve problems or concerns.
- Prepare letters, memos and reports, performs data entry and assists with scheduling and logistics of meetings and events.
- Coordinate most staff searches and other projects for the Division and are responsible for developing the quarterly division newsletter. Other admin duties as assigned.

### What We're Looking For

#### Basic Requirements:

- High school diploma/GED and 2-3 years of administrative experience,

OR

## Staff Assistant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=227873>

Downloaded On: May. 9, 2024 2:08pm

Posted Dec. 20, 2023, set to expire May 13, 2024

- Bachelor's degree with 1-2 years of administrative experience
- Working knowledge of Microsoft Office suite, including word processing, spreadsheet, and some database knowledge.
- Good organizational and interpersonal skills, strong attention to detail

### Preferred Qualifications

- Experience in an academic setting is preferred
- Familiarity with animal care and use in veterinary practice and/or research setting desirable

### Pay Range

Minimum \$21.80, Midpoint \$25.95, Maximum \$30.10

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

,