

Administrative Assistant - Tisch Library, School of Arts
and Sciences
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=228779>

Downloaded On: May. 9, 2024 4:09am

Posted Jan. 12, 2024, set to expire Dec. 31, 2024

Job Title	Administrative Assistant - Tisch Library, School of Arts and Sciences
Department	Tisch Library
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20056?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Tisch Library is a student-centered research library, dedicated to the support of teaching, learning, and scholarship in Tufts' School of Arts and Sciences and School of Engineering. We provide collections, subject expertise, and technology-rich research and learning environments, with a variety of services and programs to meet the information needs of our students, faculty, and staff. The Director's Office provides support for a range of services: fiscal management, building operations, personnel, purchasing, event planning, communications, scheduling and travel, customer inquiries, and special projects. We provide a welcoming, inclusive environment for our community, with collaborative staff committed to teamwork.

What You'll Do

Reporting to the Assistant Manager for the Director's Office, the Administrative Assistant provides advanced administrative support and communications for Tisch Library. We seek candidates who are detail-oriented, dependable, and have excellent customer service skills. Members of under-represented groups are strongly encouraged to apply.

- Serve in a highly visible capacity as a resource for the Library including frequent interactions with internal and external customers; contribute to a welcoming, professional, inclusive and service-oriented environment in the Director's Office.
- Manage library communications, including social media and newsletters.
- Contribute to fiscal and personnel management, including payroll, support for hiring and onboarding, supply ordering and vendor relations.
- Plan and coordinate meetings including collecting agenda items, preparing and disseminating agendas, and preparing minutes.
- Evaluate workflow and redesign processes to meet office and customer service needs.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a high school diploma/GED and 5+ years of administrative experience OR a Bachelor's degree and 3+ years of experience

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- Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet, and database knowledge
- Bookkeeping or basic accounting knowledge and excellent organizational and people skills

Preferred Qualifications:

- Bachelor's degree
- 2+ years' experience administrative work in an academic setting

Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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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