

Administrative Assistant - Classical Studies, School of Arts  
and Sciences  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=232669>

Downloaded On: May. 9, 2024 8:40am

Posted Mar. 11, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Administrative Assistant - Classical Studies, School of Arts and Sciences
<b>Department</b>	Department of Classical Studies
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Mar. 11, 2024
<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/20235?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20235?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>

**Apply By Email**

**Job Description**

## Overview

The Department of Classical Studies is a diverse department sponsoring four different majors and six minors; MA programs in Classical Studies, Classical Archaeology, Classics with Teaching Licensure and Digital Humanities. The Archaeology Program is an interdisciplinary program involving courses and faculty in Classical Studies, History, Geology, Anthropology, Biology, Sociology and Physics.

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## **What You'll Do**

The Department of Classical Studies and Archaeology Program (CS/A) seek an accomplished, thoughtful and committed administrative assistant to provide outstanding service and support to the faculty, staff and students of the department and program. Under limited supervision, the Administrative Assistant will handle the below duties:

- Perform complex and diverse duties for the department and serves as a source of information and problem solving for faculty, students, staff and other constituents
- Provide guidance and explanation of departmental policies and procedures, communicate on behalf of Department Chair and faculty to explain or disseminate information
- Provide administrative support for the mission of the department and for all aspects of office management and operation
- Coordinate space and building management, serve as point person for departmental construction/renovation/up-keep projects
- Provide calendar management and deadline reminders for the department

## **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
- 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:**

- Proficient in Excel and Word
- Will be trained in Drupal, R25, Canvas, Box, SIS, Appticity, Qualtrics, Slate and online Facilities requests

### **Special Work Schedule Requirements:**

This is a hybrid position expected to be on campus at least 4 days per week. Periodic opportunities for occasional additional remote days based on department needs and supervisor approval.

## **Pay Range**

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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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