

Executive Assistant to the Dean's Office
Tufts University

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Downloaded On: May. 16, 2024 8:20am

Posted Apr. 1, 2024, set to expire Dec. 31, 2024

Job Title	Executive Assistant to the Dean's Office
Department	School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20324?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Dean is responsible for the academic and administrative functions of Tufts University School of Medicine, including overseeing the School's academic departments, the teaching and research enterprises, student services, and campus buildings and facilities. The primary responsibilities of the Office of the Dean include financial and strategic planning, resource allocation, faculty recruitment, interfacing with clinical affiliates, and other management responsibilities related to the function of a large and diverse medical school.

This highly visible, on-site role supports the work of the school dean's office by providing complex executive administrative and organizational support.

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What You'll Do

- Manages and optimizes meeting schedules for members of the dean's team, including managing a high volume of overlapping requests and proactively identifying and resolving scheduling conflicts. Primary scheduler for the Vice Dean for Strategy and Operations, the Vice Dean for Academic Affairs, and the Senior Director of Administration. Serves as back-up support to the dean's primary scheduler.
- Prepares agendas and other materials (some confidential) for meetings, including town halls, medical executive council, faculty meetings, and other events sponsored by the dean's office. Is responsible for meeting logistics, taking minutes, tracking action items, and all meetings.
- Supports the needs of the Dean's office, including but not limited to:
 - Developing and managing office policies and procedures;
 - Assisting with management and maintenance of bylaws;
 - Assisting with the management of governance and committee meeting structures;
 - Overseeing inventory and computer equipment;
 - Purchasing supplies; processing expense reports;
 - Serving as Time Keep for time off tracking;
 - Handling data requests.
- Supports the administration and execution of an array of events and awards including the Charlton Poster Competition, the Zucker Awards, various faculty awards, monthly town hall meetings, monthly coffee with the Dean events, and other similar-type events.
- Supports a wide array of communication needs for the Office of the Dean, including but not limited to:
 - Collaborating with the office of communications to support development of newsletters, communications calendar, and other communications priorities;
 - Maintaining accurate contact lists and listservs;
 - Coordinating communications from the Office of the Dean to internal and external constituents;

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- Responding to phone, email, and in-person inquiries in a timely, professional and respectful manner, while making autonomous, accurate, and swift judgments to triage all types of inquiries;
 - Sorting and distributing incoming correspondence, including mail, faxes, and email;
 - Assisting with drafting and/or proofreading emails, letters, reports, or other documents and correspondence as needed.
- Manages and participates in special projects as required.
 - Supports onboarding of new team members.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of bachelor's degree or equivalent
- 5-7 years of related professional experience
- Proactive approach to daily responsibilities
- Superior written and oral communications skills
- Ability to work with confidential information and data
- Ability to manage competing priorities in a fast-paced environment
- Ability to anticipate needs and proactively solve problems
- Strong project management skills
- Ability to take initiative and ownership of projects
- Proficiency with MS Office applications
- Detail oriented with excellent organizational skills
- Strong interpersonal skills
- Experience in university setting preferred

Pay Range

Minimum \$31.90, Midpoint \$37.95, Maximum \$44.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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