



JOB ANNOUNCEMENT: Administrative Assistant

The Global Development and Environment Institute, affiliated with Tufts University, is an interdisciplinary research institute dedicated to promoting a better understanding of how societies can pursue their economic and community goals in an environmentally and socially sustainable manner. GDAE is independently funded by grants from government and private foundations to pursue its mission through original research, policy work, publication projects, curriculum development, conferences, and other activities.

POSITION DESCRIPTION

The Global Development And Environment Institute is looking for a qualified, energetic undergraduate student to work as an Administrative Assistant. This person will help ensure a smooth running office by assisting GDAE's Program Coordinator with a variety of items in different areas of work, such as:

- General office management, including distributing mail, purchasing/monitoring supplies and equipment, coordinating with Tufts facilities, and assisting with disposing of old files
- Financial and administrative support, including assisting with invoices and reimbursements, and being in contact with Tufts Support Services on a regular basis
- Support GDAE's information technology needs, including ensuring smooth operation of equipment, and coordinating technical support with Tufts Technology Services
- Event support, including assisting with organizing events, working with Tufts Catering and facilities, and supporting GDAE's outreach staff to advertise events as needed
- Grant assistance, such as supporting the creation of grant applications, financial management of ongoing grants, and supporting grant activities as appropriate

This is an excellent opportunity for a student looking to gain office experience, working on a wide range of items. This is a flexible 5-10 hrs/week position. Pay will be \$12/hour depending on experience.

QUALIFICATIONS

This position is open to undergraduate students; work-study status preferred. The ideal candidate takes initiative and is organized, responsible, and detail-oriented. Previous office administration experience is preferred. The candidate should be comfortable with Microsoft Office suite, specifically Excel.

TO APPLY

Please send resume and cover letter/email to Angela Trowbridge at angela.trowbridge@tufts.edu, using the email subject "GDAE Administrative Assistant." Please indicate if you have work-study status at Tufts and how long you can commit to working with GDAE.

Applications will be considered on a rolling basis. This posting will be removed from the [GDAE website](#) when the position is filled.