December 2000 Job Description

Ruth Levitsky

Job Title: Administrative Assistant (Information Specialist)

Job summary: Provides office management and administrative support for assigned professors and department as needed. Provides support for off-campus faculty via email, fax and express mail.

Duties and Responsibilities:

For assigned faculty:

- Supports research activities, e.g. place and track orders, ensure payment, research purchases and contact vendors as needed using ECAT and SAPweb electronic accounting systems
- Purchasing, preparing and processing accounting forms and maintaining financial records using Excel and SAPweb
- Processes payroll for off-campus research assistants
- Coordinates book and other publication orders and course reading packets
- Prepares copyright clearance paperwork for course reading packets
- Prepares NIH and NFS Fast Lane research grants and proposals
- Coordinates and publicizes workshops, seminars, lunches and meetings
- Composes, edits and proofreads documents
- Prepares mail merge files in Microsoft Word and WordPerfect for recommendation letters
- Performs internet and library research
- Designs, edits and maintains course and seminar web sites with emacs text editor, HTML, Dreamweaver, Adobe Acrobat, WS-FTP
- Designs and maintains databases with Microsoft Access and FileMaker Pro
- Maintains electronic mailing lists on athena
- Delegates and supervises work of assigned clerical assistants

Departmental:

- UROP (Undergraduate Research Opportunities Program) Assistant Coordinator
  - Writes UROP job descriptions, advertises UROP opportunities in TechTalk, the UROP web page, and email lists

- Provide training and support as needed to staff members and faculty with Internet applications and applications software (web certificates, file conversions, NSF Fastlane).

MIT:

- IT Partners member (Campus Wide Computer Users Support Group)
- Coordinator, Microsoft Word Users Group
- IAP January 2001: Coordinator for Toastmasters Public Speaking Skills course, Tuesdays, 5:30-7:30 pm