

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
- ❑ Updates skills by participating in MIT Training Programs. Courses taken this year: Dreamweaver for Experienced Web Publishers, Intermediate Web Publishing, FileMaker Pro, Excel Graphics, Targeting Your Leadership Style. Attended IT Partners Conference

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