

MIT Job Description

Job Title: Administrative Assistant I	Position Title: Administrative Assistant I
Department: Sloan – Academic Areas, BPS	% Effort or Wkly Hrs: 100%
Grade 4- non-exempt	

Position Overview:

Under supervision of the Director or Assistant Director, the Administrative Assistant I provides administrative support for one or more academic areas and groups at the Sloan School of Management. The Administrative Assistant I must be able to synthesize, evaluate, and communicate clearly and evaluate tasks with an eye toward efficiency. Will anticipate and initiate actions regarding office operations which require knowledge of the Institute and other departments. Supports the mission of the Sloan academic areas, and through continuous professional development, strengthens competencies that are most valued at the school.

Principal Duties and Responsibilities (Essential Functions):**

Office Space Responsibilities (40%)

- Orders supplies, maintains inventory of kitchen and office supplies, monitors and restocks shelves accordingly and on a routine basis.
- Prepares, copies, collates, and coordinates materials for distribution.
- Sorts and distributes mail, packages, and materials for groups or Area(s).
- Helps maintain physical space by reporting maintenance issues, watering office plants, tidying kitchens, etc.
- May be asked to make deliveries around campus.
- May serve as conference room approver and/or CCURE administrator
- Floating pod coverage
 - Event/Seminar set-up/breakdown
 - Placing and receiving catering orders
 - At start of day, fill all color and B&W printers and tidy printrooms; tidy conference rooms.
 - Use eShip Global and package shipping
 - Secure parking passes
-

Financial Transaction Processing (30%)

- Generate financial transactions: travel reports, requests for reimbursements, and purchase card transactions for designated faculty, other academic staff, and academic area staff; requires knowledge of MIT policies and procedures and strong attention to detail.
- Purchasing; makes purchases on behalf of the academic area; gathers materials for contracts for submission to MIT's Procurement department.
- Researches and responds to vendors/external parties on payments, invoices, etc.
- Reconciles faculty and area accounts.

Events and Communication (20%)

- Assists with basic event operations when needed, such as setup, breakdown, letting caterers or AV staff in, etc.
- May provide administrative support at events, such as issuing name tags and checking attendance.
- Assists with event planning and the coordination of events. Planning typically requires coordination and input from multiple people/units. May also include travel arrangements, securing outside venues, and securing technology.
- Assists in the maintenance of faculty profile web sites; ensures publication information is entered using data standards
- Uses multiple Web software programs to develop, design, and update multiple Web pages
- Composes and edits basic correspondence and standard documents using templates and existing standard forms, letters, etc.

Faculty Support (10%)

- Course support; administrative support of the TA recruiting process, course reader preparation and submission, knowledge of Sloan's current learning module system (currently Study.net, and Canvas).
- Purchasing; completes all purchases on behalf of designated faculty and according to Sloan and the Institutes policies and procedures, including computers, equipment, memberships, subscriptions, books, supplies, etc.
- Financial Reimbursements; completes all requests for reimbursements on behalf of the faculty according to Sloan and the Institutes policies and procedures.
- Maintains calendars; as necessary, may include collaboration with other administrative assistants.
- Scheduling; schedules appointments, meetings, and occasionally travel arrangements.

Supervision Received:

Receives general supervision from Director or Assistant Director.

Supervision Exercised:

No direct reports.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- A minimum of two years of administrative, office, or related experience.
- Must understand their work and its effects on operations within and beyond their unit.
- Ability to recognize needs of the unit and how it impacts other areas of MIT/Sloan and understand own role relative to all areas.
- Basic office computer software skills required.
- Able to identify and learn new programs and software skills, as necessary.
- Easily negotiates Internet; performs more complex searches.
- Excellent interpersonal and communication skills in order to represent the work area and the larger MIT community.

PREFERRED EDUCATION AND EXPERIENCE:

- A bachelor's or associate degree is preferred.