

MIT Job Description

Job Title: Administrative Assistant II	Position Title: Communications Assistant
Reports to: Director, Communications	% Effort or Wkly Hrs: 100%
Department: External Relations	[REDACTED]
Date: August 2021	

Position Overview:

The Communications Assistant works collaboratively as an important member of the Communications team in the MIT Sloan Office of External Relations. The Communications team is responsible for producing external communications about the school including newsletters, direct mail, print publications, digital communications, event communications, and other items intended for MIT Sloan's 24,000 living alumni.

The Communications Assistant aids the team in composing, compiling, editing, and proofreading editorial content; interacting with internal and external constituencies; website and social media maintenance; calendar management; email building and sending; managing electronic files; project management support; collaborating across multiple areas office-wide projects; and reconciling expenses.

MIT Sloan is devoted to its mission of developing principled, innovative leaders who improve the world and to generate ideas that advance management practice. The mission of the Office of External Relations is to engage alumni with intellectual content and inspire financial support from high potential alumni and friends in specific regions and for approved priorities that emphasizes MIT Sloan's unique impact and trust in the school's leadership. This role will receive guidance, support, and oversight from the Director of Communications.

Principal Duties and Responsibilities (Essential Functions):**

- Compose and edit internal and external communications
- Assist with email communications workstream including editing, proofreading, building, testing, and sending in iModules and Cvent
- Support project management and file management needs for major team workstreams
- Maintain team's budgets including sourcing and invoicing of vendors
- Source and schedule occasional social media posts
- Provide routine website maintenance and refresh
- Assist in occasional design projects, such as event invitations, event signage, or proposals
- Coordinate meeting logistics including rooms, AV equipment, catering, and other tasks
- Assist in reporting and database projects that may involve ID lookups, tracking team metrics, pulling reports, email and social media metrics, and google analytics
- Assist in occasional events which may require evening and weekend work
- Other duties as needed or required

Supervision Received:

Director, Communications

Supervision Exercised:

None

Qualifications & Skills:

REQUIRED:

- High School diploma or equivalent required.
- At least three years' communications, marketing, writing, design, or related experience;
- Demonstrated ability to create new written content and design print materials;
- Excellent interpersonal, organizational, writing, editing, and proofreading skills;
- Attention to detail and a commitment to accuracy;
- Ability to prioritize and handle multiple and varied tasks, follow through on work, and meet deadlines;
- Ability to work independently and as part of a team and interact with a diverse group of faculty, alumni, students, and staff;
- Ability to maintain confidentiality;
- Experience maintaining and developing websites using a content management system such as Drupal, writing and scheduling social media content, disseminating email marketing using tools such as Emma, Cvent, or iModules;
- Technical proficiency with Microsoft Office and Adobe programs;
- Willingness to learn new programs/software as needed.

PREFERRED:

- Associate Degree (preference for Humanities, Business, or Communications majors)
- Previous experience in a higher education or nonprofit setting
- Experience creating and modifying documents using Adobe InDesign and editing photos in Adobe Photoshop
- Experience producing and/or editing video

Core Competencies:

- Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
- Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school
- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- Is self-directed and proactive while advancing work and achieving results
- Acts with caring and a sense of community while demonstrating genuine respect towards every person

A cover letter is required. Writing sample(s) will be requested in advance of an interview.