
MIT Job Description

Job Title: Administrative Assistant 2	Position Title: Administrative Assistant II
Reports to: Assistant Director	% Effort or Wkly Hrs: 100%
Department: Sloan – Academic Areas	Grade: 5/nonexempt

Hiring pay range: \$27.50 - \$34.20

Position Overview:

Under the supervision of the Director or Assistant Director, the Administrative Assistant II provides faculty and administrative support for assigned programs and projects in the academic areas at the Sloan School of Management. The Administrative Assistant II communicates clearly, organizes work efficiently, and follows established procedures while using judgment to address routine and varied situations. The role supports office operations through working knowledge of the Institute and relevant departments and contributes to the mission of the Sloan academic areas through continuous professional development.

This role is eligible for a hybrid work schedule with that status to be reviewed periodically. Hybrid work is considered a job flexibility and is guided by MIT Sloan and the Academic Areas' flexible work arrangement policies.

Principal Duties and Responsibilities (Essential Functions):**

Faculty Support, 70%

- Course support; provides administrative support of the TA recruiting process, course reader preparation and submission, designs/edits PowerPoint presentations, knowledge of Sloan's current learning module system (currently Stellar, Study.net, and Canvas). As necessary, collaborates with other Sloan programs to support faculty teaching for those
- Purchasing; assists with purchases on behalf of the faculty and according to Sloan and the Institutes policies and procedures, including computers, equipment, memberships, subscriptions, books, supplies, etc.)
- Financial Reimbursements; assists with requests for reimbursements in a timely manner on behalf of the faculty according to Sloan and the Institutes policies and procedures.
- Maintains complex calendars; as necessary, may include collaboration with other administrative assistants.
- Scheduling; schedules complex appointments, meetings, and travel arrangements. Prepares complex itineraries for multiple constituents. Organizes and assists in general preparation for external agency and sponsor visits.
- Composes and edits internal and external correspondence and documents

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- Deals with confidential issues (e.g., payroll or salary information, promotion and tenure) using discretion and judgment
 - Attends high-level meetings; records, drafts, and distributes minutes following review and approval.
 - Collaborates with other MIT offices, programs, and centers in support of faculty and academic area activities. Serves as liaison between faculty and other groups internal/ external to MIT.

Financial Operations (15%)

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- 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' requests to engage with faculty
- Monitors and reconciles faculty and area accounts

Events/Communication & Area Responsibilities (15%)

- Assists with a wide range of high-profile events that includes outside speakers and consultants. This includes preparation of invitations, menu, name tags, and presentation needs. May also include travel arrangements, securing outside venues, and securing technology.
- Maintains faculty profile web sites; ensures publication information is entered using data standards
- Creates, writes, edits & posts articles to Group websites and verifies functioning links to correct websites
- Uses multiple Web software programs to develop, design, and update multiple Web pages
- Creates databases using Excel, Access, and/or databases specific to a department, lab, or center
- Coordinates the management of the area's kitchenettes, copy room, and storage room.
- CCURE administrator

Other:

- Perform other duties as assigned.

Supervision Received:

Receives supervision from the Director or Assistant Director.

Supervision Exercised:

No direct reports.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

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- High School education or equivalent. A minimum of three years' administrative, office, or related experience.
 - Ability to recognize needs of the unit and how it impacts other areas of MIT/Sloan and understand own role relative to all areas.
 - Advanced 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.
 - Advanced computer software skills required and ability to identify and learn new programs and software skills as necessary. Proficiency with Microsoft Office, WordPress, database management, and desktop publishing software.
 - Requires ability to anticipate, prioritize, and work on multiple projects simultaneously.
 - Attention to detail and accuracy in work.
 - Excellent verbal and written communication skills, including a strong and poised phone presence and excellent grammar and proofreading ability.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferred.

MIT Sloan Competencies:

- Works towards team success with humility, as both a member and a leader of formal and informal teams
- Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school
- Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
- Is self-directed and proactive while advancing work and achieving results
- Ability to multitask and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.
- Collaboration with others while respectfully advancing organizational goals and achieving desired outcomes.
- Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges that develop.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.