# MIT Job Description

| Job Title: Administrative Assistant II | Position Title: Administrative Assistant II, MSA |
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| Reports to: Sarah Dampier | % Effort or Wkly Hrs: 100% |
| Department: Sloan – Academic Areas | Grade 5, non-exempt |

## Position Overview:

Under supervision of the Director or Assistant Director, the Administrative Assistant II provides high-level faculty and administrative support for multiple programs and projects in the academic areas at the Sloan School of Management. The Administrative Assistant II 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 in-depth knowledge of the Institute and other departments. Requires interpretation and resolution of highly varied situations and problems. Supports the mission of the Sloan academic areas, and through continuous professional development, strengthens competencies that are most valued at the school.

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 Academica Areas' flexible work arrangement policies.

## Principal Duties and Responsibilities (Essential Functions**):

Faculty Support (70%)

- Course support; administrative management of the TA recruiting process, course reader preparation and submission, designs/edits PowerPoint presentations, in-depth 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 programs; may include Executive Education, EMBA, Sloan Fellows, and Action Learning.
- Purchasing; completes all 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; completes all requests for reimbursements 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 diverse and 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.

- Deals with confidential issues (e.g., payroll or salary information, promotion, and tenure) using discretion and judgment.
- Attends high-level meetings; records, interprets, drafts, and distributes (pending approval) minutes from said meetings.
- 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 Management (15%)

- Financial approver; approves travel reports, requests for reimbursements, and purchase card transactions for all faculty, other academic staff, and academic area staff; requires excellent knowledge of MIT policies and procedures and strong attention to detail.
- Purchasing; makes complex purchases on behalf of the academic area; gathers materials for complex contracts for submission to MIT's Procurement department.
- Researches and responds to vendors/external parties requests to engage with faculty
- Reconciles faculty and area accounts.

Events and Communication (10%)

- Assists with event planning and the coordination of a wide range of high-profile events that includes outside speakers and consultants. Planning typically requires coordination and input from multiple people/units. May represent work area at such events. May also include travel arrangements, securing outside venues, and securing technology.
- Oversees 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 FileMaker Pro, Excel, Access, and/or databases specific to a department, lab, or center

Area Responsibilities (5%)

- Conference room approver
- Coordinate the management of the area kitchenette's, copy room, and storage room.
- CCURE administrator
- Financial approval role

Other role related duties as assigned or required.

**Supervision Received:**

Receives minimal supervision from Director or Assistant Director.

**Supervision Exercised:**

No direct reports. Trains and coordinates work of lower-level, office support staff, student employees, and/or temporary staff.

**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- High School education or equivalent.
- A minimum of three 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.
- 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.

*PREFERRED EDUCATION AND EXPERIENCE:*

A Bachelor's degree is preferred.

*\*\* 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.*