



MIT Position Description

Job Title: Administrative Assistant II	Position Title: Administrative Assistant II, LFE
% Effort or Wkly Hrs: 100%, 3 year term position	
Department: MIT Laboratory for Financial Engineering, Sloan	

3 year TERM position

Position Overview:

Under supervision of LFE associate director, the Administrative Assistant II performs high-level and diverse duties in support for multiple programs and project in the Laboratory for Financial Engineering (LFE) and its faculty director at the Sloan School of Management. The Administrative Assistant II must be able to synthesize, evaluate, and communicate clearly, with an eye toward efficiency. Will anticipate and initiate actions regarding office operations, which require knowledge of the Institute and other departments. Requires interpretation and resolution of highly varied situations and problems. Supports the mission of the LFE, and through continuous development, strengthens competencies that are most valued at the School.

Administrative Assistant II will work in-person in the office 5 days per week, with an option for a flexible work arrangement to be evaluated after 6–12 months. Occasional evening and weekend work and travel may be required.

Principal Duties and Responsibilities (Essential Functions):**

LFE Administrative Support (70%)

1. Assists in maintaining office supplies and equipment inventory, and coordinates new purchases as necessary; completes all purchases on behalf of the LFE and its faculty director according to Sloan and the Institute’s policies and procedures, including computers, equipment, memberships, subscriptions, books, supplies, etc.)
2. Researches and gathers information for more complex projects; assists in data collection for research projects, as needed.
3. Coordinates and assists with complex mass mailings.
4. Collaborates with other MIT offices, programs, and centers in support of LFE activities. Serves as liaison between LFE and other groups internal/ external to MIT.
5. Creates filing systems and monitors efficiency. Initiates changes and updates to manuals and procedures for the LFE.
6. Designs PowerPoint presentations from established content.
7. Uses desktop publishing programs to assist with formatting research publications for publication submission and review (e.g., LaTeX and Microsoft Word).
8. Assists with preparation of materials such as grant proposals, tenure cases, and site visits. For tenure cases, prepares letters for recommendations using models from prior years, collects materials, may reference biographical material.
9. Responds to inquiries requiring a broad understanding of policies and procedures. Provides explanations and instructions, triages clients and visitors. Ensures inquiries are addressed and resolved.
10. Collaborates with other MIT offices, programs, and centers in support of LFE activities. Serves as liaison between LFE and other groups internal/ external to MIT.
11. Resolves more complex problems in a thorough and timely manner; uses discretion and knows who to go



to in order to resolve issues and complete tasks. This may include basic computer problems.

12. Requires analysis and interpretation of a variety of situations, and determination of appropriate course of an action. Resolution requires developing approaches based on understanding of precedents and past practices.
13. Prepares documentation for projects involving human subjects for COUHES review and approval; maintains annual approvals for ongoing projects.
14. Assists in processing appointments for graduate research assistants, research staff, and undergraduate students in the Undergraduate Research Opportunity Program (UROP); liaises with undergraduate and graduate administrators and HR, as needed.
15. Deals with confidential issues (e.g., research and data sets, payroll or salary information) using discretion and judgment.
16. Provides administrative support for courses taught by LFE faculty director, including, but not limited to assisting with development of syllabi, waitlist management, course website maintenance, and TA application process.
17. Provides support for complex calendar management with creative troubleshooting and high-level attention to detail; uses programs such as Google Calendar, Asana, and Calendly.
18. Schedules diverse and complex appointments, meetings, and travel arrangements; prepares complex itineraries for multiple constituents; coordinates logistics for Director's speaking engagements with internal and external organizations.
19. Assists with logistical coordination, email follow up, and appropriate documentation for meetings attended by the LFE's Faculty Director.
20. Performs other related duties as required, including work performed at lower levels, when necessary.

Financial Management (20%)

1. Handles purchasing matters and financial transactions including vendor selection, processing invoices, travel and other expense reimbursements, contracts, and account reconciliation. Prepares and processes purchasing, accounting, and travel forms and may approve said forms. Budget impact affect is direct (through analysis, advice, or interpretation with limited authority to take action).
2. Monitors and reconciles accounting statements in a timely manner from an established budget. Investigates and follows up on purchasing/accounting discrepancies. Assists with the monitoring and reconciling of accounts.

Events and Communication (10%)

1. Assists with planning and execution of high-profile events such as seminars, workshops, and conferences with timelines that range from weeks to months. This includes preparation of invitations, menu, nametags, presentation needs, etc.; liaising with vendors, attendees, and speakers; and coordination with multiple people/units. May represent work area at such events.
2. Uses software programs to input, update, and maintain/update web content and other marketing material.
3. Maintains databases using Quickbase, Excel, and/or databases specific to a department, lab, or center.
4. Attends high-level meetings; records, interprets, drafts, and distributes (pending approval) minutes from said meetings.
5. Assists with email management for the LFE, including correspondence on behalf of the Director; composes and edits internal correspondence and documents.

Other duties as assigned or required.

Supervision Received: Receives minimal supervision from LFE associate director with input from faculty

director.

Supervision Exercised:

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

Qualifications & Skills

REQUIRED EDUCATION AND EXPERIENCE:

- High School education or equivalent.
- A minimum of three years' administrative, office, or related experience.
- 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.
- Ability to work autonomously and as part of a team.
- Keen 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.
- Accountability regarding ownership of work and following through on tasks.
- Good judgment and discretion when working with confidential materials.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferred.
- Requires thorough understanding of own work and how it impacts operations across the areas as well as outside own work unit.
- Excellent interpersonal and organizational skills and resourcefulness.
- High level of flexibility and adaptability.
- Must be self-motivated, service-oriented, and comfortable working in a fast-paced environment.
- Easily negotiates Internet; performs more complex searches.
- Knowledge of SAP, Concur, and MIT financial processes, policies, and procedures a plus.
- MIT or other university experience and in-depth understanding of work area and MIT policies and procedures.
- Ability to recognize needs of the unit and how it impacts other areas of MIT/Sloan and understand own role relative to all areas.

MIT Sloan Competencies

- 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 position 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.