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## MIT Job Description

<b>Job Title: Administrative Assistant II</b>	<b>Position Title: Administrative Assistant II</b>
<b>Department: Sloan – Academic Areas</b>	<b>% Effort or Wkly Hrs: 100%</b>

### **Position Overview:**

Under supervision of the Senior Associate 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, 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.

### **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
- Creates databases using Filemaker Pro, Excel, Access, and/or databases specific to a department, lab, or center

#### Area Responsibilities (10%)

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

#### Events and Communication (5%)

- Plans and coordinates 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

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## **Addendum to Administrative Assistant II Generic Job Description**

Personal Accommodations related to a Faculty Members Disability

1. Will type meeting notes dictated by the professor
2. Will type email responses dictated by the professor of professional nature
3. Will setup and breakdown the professor's specialized teaching table for all scheduled courses and meetings, as well as on a as needed bases. (The table is a product of EarthLite. The dimensions are as follows: 18 lbs, width: 32-38", length: 73". The mattress pad is a product of Medicott. The dimensions are as follows: X lbs., width: 32-38", length: 73").
4. Organizing office files
5. May accompany professor on walks if the walks are (a) previously scheduled, (b) the topic of conversation is work related.
6. Will retrieve the professor's ice pack from the area kitchenette upon request.

**Other duties as assigned or required.**

**Supervision Received:** Receives minimal supervision from Senior Associate 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.
- 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.

#### ***PREFERED 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 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.*