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## MIT Job Description

<b>Job Title: Administrative Assistant 3</b>	<b>Position Senior Administrative Assistant, Finance Group</b>
<b>Reports to: Associate Director</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Sloan – Academic Areas</b>	<b>Grade 6 – nonexempt/support staff</b>

### **Position Overview:**

Under minimal supervision, the Senior Administrative Assistant provides high-level faculty and administrative support for the Finance Group, multiple programs and complex projects in the academic areas at the Sloan School of Management. The Senior Administrative Assistant must be able to independently synthesize, evaluate, and communicate clearly and evaluate tasks with an eye toward efficiency. With limited direction the Senior Administrative Assistant 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. Role is eligible for flexible work arrangement in alignment with the current DLC's policy.

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

#### Faculty Support (40%)

- 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 (Canvas and Study.net).
- Collaborates with other Sloan programs to support faculty teaching for those programs; proactively gathers Sloan Program course calendars, Canvas site formatting protocols and syllabi language and adopts program specific requirements into appropriate courses with accuracy; 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, research datasets, subscriptions, books, supplies, etc.
- Responsible for financial reimbursements; completes all requests for reimbursements on behalf of the faculty according to Sloan and the Institute's policies and procedures.
- Maintains complex calendars; as necessary, may include collaboration with other administrative assistants.
- Collaborates with Sloan HR and the Sloan Pre-doc Coordinator to advertise Research Assistant positions, create interviewing procedures, and facilitate the hiring process for selected candidates based on unique faculty needs and requirements.

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- 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.
  - Enters and tracks enrollment data for Finance courses each term and proactively flags significant changes to the Assistant Director of the Finance Group. The Senior Admin consistently reviews processes for areas of efficiency and innovation by using critical thinking and problem-solving skills.
  - Oversees faculty profile web sites; ensures publication information is entered using data standards.
  - Autonomously submits and tracks large numbers of recommendation/reference letters for multiple faculty every year. This requires extreme attention to detail to meet specific and often complex submission requirements. The Senior Admin acts as the liaison between the faculty member and applicant and communicates on the behalf of the faculty with schools/industries where the letters are submitted, as needed.
  - 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.
  - Manages visiting students for the Finance Group by educating Finance faculty about the policies and timelines available to invite visiting students, adding visiting students to all appropriate distribution lists, and communicating with them about opportunities for engagement within the School.
  - Independently creates and designs advertisements to market Finance Group core courses
  - Independently provides expert video editing services for faculty (course and speaking engagement recordings), which enhances the viewer's experience by creating polished deliverables for final distribution.

#### Events and Communication (30%)

- Plans and coordinates a wide range of high-profile events that includes outside speakers and consultants. Planning typically requires coordination with partner offices (e.g. MFin, MBA, MIT Provost, OER). Synthesizes input from multiple people/units. Acts as a Finance Group representative at such events. May also include travel arrangements, securing outside venues, and securing technology.
- Lead event logistical administrator of the Finance Group Advisory Board annual meeting and Financial Economics Workshop. Performs duties as the point person for all space reservations, AV needs, photography, and catering. Provides oversight of the event flow, invitations, organizes the call for papers process and coordinates the collection of slides from presenters in addition to the day of logistics. Planning is in conjunction with representatives from other Sloan programs and with representatives at Harvard Business School, Harvard Econ and MIT Econ.

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- Creates budgets for complex events, tracks spending, and submits budget vs. actual report post-event.
  - Creates, writes, edits & posts articles to Group websites and verifies accuracy of content and ensures functioning links to correct websites.
  - Autonomously coordinates the Finance at MIT social media presence; discovers and solicits content from faculty, staff and students, drafts social media messaging and posts to Group media outlets.
  - Analyses the social media output from the Finance Group and independently develops a plan on ways to increase content and frequency of posts and implements.
  - Uses multiple Web software programs to develop, design, and update multiple Web pages.
  - Creates and maintains databases using Excel, Access, Filemaker Pro and/or databases specific to a department, lab, or center.
  - Coordinates the onboarding for non-teaching faculty visitors for the Finance Group. The Senior Admin is the authority on all policy, usage of space, parking, and other Institute and School procedures related to visiting scholars invited by the Finance Group and is the owner of clearly communicating these to visitors.

#### Financial Management (20%)

- 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
- Audits and reports/resolves discrepancies (monthly) all FRC-identified monthly transactions for academic area; verifies that charges are accurate and posted to the appropriate account
- Audits and reports/resolves discrepancies (monthly) all overdue un-expensed travel charges
- Audits and reports/resolves discrepancies (monthly) all swept purchase card charges
- Maintains financial transaction spreadsheets and monitors budget for house hunting and relocation, and office set-up, for all incoming faculty and teaching visitors

#### Area Responsibilities (10%)

- Establishes supply budgets; selects vendors, uses signature and purchasing authorization. Responsible for staying within budget and following budgetary guidelines. Monitors and orders inventory.
- Self-directed creator of content for manuals and procedures for the Finance Group administrative processes
- Coordinate the management of the area kitchenette's, copy room, and storage room.
- Instrumental in maintaining and monitoring the department loaner laptop fleet and replacing old machines, as necessary. Works with STS and the MIT property office to ensure the machines have the applicable warranties, service contracts and are properly tagged. Also

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helps identify local owners in the area and advises them on best equipment maintenance practices.

- Responds to staff and faculty inquiries requiring in-depth understanding of academic area policies and procedures. Takes ownership of inquiries by providing explanations and instructions. Ensures inquiries are addressed and resolved in a timely fashion
- Contributes to the recruitment of new hires in the academic areas by leading interviews and participating in all hiring procedures. Provides valuable feedback on candidates using discretion and professional practices.
- Creates training content for new staff members. Reviews and proposes ideas to streamline the onboarding process.

Other duties and responsibilities as assigned or required.

**Supervision Received:**

Receives minimal supervision from 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:*

1. High School education or equivalent. A minimum of five years' administrative, office, or related experience. Bachelor Degree preferred.
2. Requires thorough understanding of own work and how it impacts operations across the areas as well as outside own work unit.
3. Ability to recognize needs of the unit and how it impacts other areas of MIT/Sloan and understand own role relative to all areas.
4. Advanced computer software skills required.
5. Able to identify and learn new programs and software skills as necessary.
6. Easily negotiates Internet; performs more complex searches.
7. Excellent interpersonal and communication skills in order to represent the work area and the larger MIT community.

*PREFERRED EDUCATION AND EXPERIENCE:*

8. Bachelor Degree preferred.

***Competencies:***

CONTRIBUTE – Independently updates and creates documentation on area and Finance Group processes, participates in the recruitment of new hires for EFA, proactively monitors the Finance Group and faculty accounts, autonomously acts as the social media administrator for the Finance Group

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ENGAGE – Canvas site creation, innovative and critical thinking used to streamline data entry for Finance Group enrollment and evaluation data

COLLABORATE – Acts as visiting student authority as the Finance Group Administrative Assistant, provides RA and TA hiring coordination with HR, Student Funding and other relevant partner offices, communicates policy and procedures to various stakeholders both inside and outside of Sloan and the Institute, is the event logistical leader for the MIT/Harvard Financial Econometrical Workshop and other complex events

*\*\* 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.*