

MIT Job Description

Job Title: Administrative Assistant 3	Position Title Senior Administrative Assistant, CCI and MIT Horizon
Reports to: Executive Director, CCI Kathleen Kennedy	% Effort or Wkly Hrs: 100%
Department: Center for Collective Intelligence (CCI) and MIT Horizon, part of Open Learning	Grade 6, non-exempt

CCI was founded by Professor Thomas W. Malone as a vehicle for undertaking multiple research projects led by him and other MIT faculty. The Executive Director of CCI, Kathleen Kennedy, also serves as Senior Director of MIT Horizon, part of Open Learning.

Position Overview

Under minimal supervision, the Senior Administrative Assistant provides advanced administrative and high-level support for a Sloan faculty member, a Sloan research center, and an initiative within MIT Open Learning. The Senior Administrative Assistant performs complex and diverse administrative duties. The position must be able to synthesize, evaluate, and communicate clearly and evaluate tasks with an eye toward efficiency in support of the Center for Collective Intelligence (“CCI”), and MIT Horizon, part of Open Learning. Will anticipate and initiate actions regarding office operations which require in-depth knowledge of the Institute and MIT policies and procedures and other departments. Inquiries may be complex and require additional research. Role requires interpretation and resolution of highly varied situations and problems.

This role is eligible for a flexible hybrid work model, which aligns with area guidelines.

Principal Duties and Responsibilities (Essential Functions**)

MIT Horizon/Open Learning (40%)

- Serve as general administrative liaison and point of contact for MIT Horizon staff and members of the senior management team.
- Responds to inquiries requiring an in-depth understanding and ensures inquiries are addressed and resolved.
- Assist with and coordinate senior team and general group scheduling.
- Prepare and process reimbursements for MIT Horizon staff, consultants, and speakers.
- Prepare and maintain files of contracts and critical documents for consultants, editorial resources, and other contractors and vendors.
- Prepare and create purchase orders, change requests, and requisite documents to procure accounting approvals as needed.
- Coordinate hiring process, create documents to onboard new hires, contractors, vendors, consultants, and entities.
- Process monthly invoices, document pCard charges, and manage vendor payments.
- Assist with planning and coordination of a wide range of high-profile events and workshops which include outside speakers and consultants. Planning typically requires coordination and input from multiple people/units, travel arrangements, securing outside venues, and requisite technology.

MIT Center for Collective Intelligence (CCI), Administration and Financial Management (35%)

- Prepare documents, coordinate approvals, and maintain CCI files for research faculty, affiliates, researchers, staff, and visiting students.
- Prepare and approve travel reports, requests for reimbursements, and pCard transactions for faculty, researchers, and other academic staff. This requires an in-depth understanding of MIT policies and procedures and strong attention to detail.
- Purchasing: manage purchases of necessary equipment and supplies for the physical use; gather information and back-up material for complex contracts for submission to MIT’s Procurement department.
- Process and manage monthly expenses and credit card charges to vendors and other external consultants and parties.
- Liaise with facilities and building management for security access and office needs.
- Reconcile faculty and area accounts: audit and report/resolve discrepancies (monthly) of all FRC-identified monthly transactions for academic area; verify that charges are accurate and posted to the appropriate account.
- Oversee faculty profile web sites; ensure publication information is entered consistently using data standards.
- Assist with posting, editing, and updating articles to websites by using multiple web software and editing tools; verify functioning links to correct websites.
- Create and maintain databases using Excel, and/or databases specific to a department, lab, or center.

Faculty Support (25%)

- Maintain complex calendars: schedule diverse and complex appointments and meetings as necessary. This requires collaboration with faculty, students, corporate executives, and other assistants.
- Coordinate complex and diverse travel arrangements as requested and prepares itineraries for multiple constituents.

- 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).
- Purchasing: coordinate purchases on behalf of the faculty and according to Sloan and the Institute's policies and procedures, including computers, equipment, memberships, subscriptions, books, supplies, etc.
- Financial Reimbursements: complete and process requests for reimbursements and travel on behalf of the faculty according to Sloan and the Institute's policies and procedures.
- Compose and edit internal and external correspondence and documents (i.e., letters of recommendation, peer reviews, fund proposal requests).
- Deals with confidential issues (e.g., payroll or salary information, promotion and tenure) using discretion and judgment.
- Attend high-level meetings: record, interpret, draft, and distribute (pending approval) minutes from said meetings as required.
- Collaborate with other MIT offices, programs, and centers in support of faculty and academic area activities.
- Serve as liaison between faculty and other groups internal and external to MIT.
- Research support: maintain COUHES records and up-to-date profiles for research projects, including staff records and renewal processing.

Other duties as assigned or required.

Supervision Received: Reports to Faculty member and Senior Director of Horizon. Receives minimal supervision from Academic Area Coordinator.

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

Qualifications & Skills

Required education and experience

- High School education or equivalent
- Minimum of five years' administrative, office or related experience at an executive level.
- Proficient in computer software skills (Excel, PowerPoint, Outlook, file sharing, SAP, WordPress, etc.)
- Able to identify and learn new programs and software skills as necessary.
- Easily negotiates the Internet; ability to perform complex searches.
- Excellent presentation and oral and written grammatical skills; attention to detail.
- Demonstrated discretion and good judgment with confidential information/issues.
- Self-directed and proactive in advancing work and achieving results.

Preferred education and experience

- Bachelor's Degree preferred.
- High level of flexibility and adaptability.
- Ability to follow-through on details with discretion and sound judgment.

MIT Sloan Competencies

- Ability to multitask and manage competing priorities while maintaining high standards of accuracy and quality.
- A team player. Ability to collaborate with others while respectfully advancing organizational goals and achieving desired outcomes.
- Self-directed and proactive in advancing work to meet deadlines and accomplish tasks.
- Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges which may occur.
- Requires a thorough understanding of own work and how it impacts operations across MIT/Sloan, Horizon, and outside work units.

**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.*