



MIT Position Description

<b>Job Title: Administrative Assistant 2</b>	<b>Position Title: Administrative Assistant II, CISR (Communications &amp; Tehnology platform Support)</b>
<b>Reports to: MIT CISR Associate Director &amp; MIT CISR Assistant Director, Digital Content &amp; Technology</b>	<b>% Effort or Wkly Hrs: 40 hrs/wk.; hybrid</b>
<b>Department: Sloan CISR</b>	

**Position Overview:**

This position will provide complex and diverse administrative duties in support of the MIT’s Centre for Inforamtion Systems Research (CISR) administrative leadership team. Performs communications technical for CISR’s technology platforms and publication process. Assists with planning and delivery of on-line and hybrid events.

This position may be performed from from home for much of the time, but the ideal candidate will be available to work on campus to provide event and other technical support as needed.

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

*Provide administrative and communications technical support for MIT CISR’s technology platforms and publication process (50%)*

- Drupal website support and administration (requires basic skill in HTML) including the in-page layout of MIT CISR working papers, research briefings and other publications
- Using the Adobe Creative Cloud suite of applications, produce MIT CISR publications for download from the MIT CISR website
- Salesforce data entry and administration
- SharePoint administration
- Administration of additional platforms including Slack, social media
- Video and audio editing

*Assist with the planning and delivery of in-person, online and hybrid events (30%)*

- Reserve campus and off-campus event venues, communicate event details to MIT and external speakers, reserve A/V equipment and and other event support as needed
- Schedule, set-up and produce Zoom meetings and webinars (including polling, breakout groups and other features) for senior level executive audiences throughout the year
- Set up registration process for events in Cvent or other platforms, to include the writing of event-related emails and materials, the creation of event-related web pages, and the integration of the event data with Salesforce

*Provide administrative support to CISR (20%)*

- Schedule and prepare agendas for various internal CISR meetings
- Process work orders in off-campus building management system
- Process RFPs, requisitions and verify MIT procurement card changes; share responsibility for maintaining office supply inventory
- Assist with the financial review and control process
- Assist researchers with COUHES project approval process

Other duties as assigned

**Supervision Received:** This position will report to the Associate Director and the Assistant Director of Digital Content & Technology with regular, but minimal supervision.

**Supervision Exercised:** None.

**Qualifications & Skills:**

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- High School diploma



- Three years of direct/related experience; initiative; excellent written and oral communication skills.
- Must be able to organize, set priorities, and work with minimal supervision.
- Ideal candidate will be a good natured self-starter who is able to manage their time, meet strict deadlines, and provide a high degree of accuracy.
- Strong PC and/or Mac skills and advanced knowledge of MS Word, Excel, Powerpoint, Zoom, Adobe Creative Cloud (e.g., Photoshop, InDesign, Illustrator, Acrobat, Premiere Pro), social media platforms (e.g., Twitter, LinkedIn, Facebook, Instagram, YouTube), and video/audio editing capabilities.
- Working knowledge of Salesforce.com, Drupal, HTML, and SharePoint administration strongly desired.
- Schedule flexibility required due to CISR's non-US based staff members and considerable international engagement; overtime required during MIT CISR events.

**PREFERRED EDUCATION AND EXPERIENCE:**

- College degree
- Previous experience with Cvent or other event registration platforms very helpful.
- MIT experience preferred.

**MIT Sloan Competencies:**

1. **Contribute: Is self-directed and proactive** while advancing work and achieving results
2. **Collaborate: Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
3. **Engage: Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

*\*\* 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.*