

## MIT Position Description

<b>Job Title: Administrative Assistant 2</b>	<b>Position Title: Administrative Assistant II, CISR</b>
<b>Reports to: MIT CISR Director</b>	<b>% Effort or Wkly Hrs: 30, hybrid</b>
<b>Department: Sloan CISR</b>	<b>Prepared by: Christine Foglia</b>

### **Position Overview:**

With minimal supervision, this position will provide high-level comprehensive administrative support to the MIT's Center for Information Systems Research (CISR) director, principal research scientist and research scientists. The position requires regular virtual and occasional in-person interaction with senior executives from MIT CISR's ~75 corporate member firms, as well as faculty (MIT and from other universities), staff, member contacts, students, and visitors.

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 arrange and host in-person meetings and provide event support.

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

Provide administrative support for Center activities (50%)

- Serve as the initial point of contact for visitors/guests and make arrangements for in-person meetings
- Coordinate transcription process
- Assist with or respond to internal & external requests for information and reports, arrange group meetings and take and distribute meeting notes
- Process international and domestic procurement requisitions and other required forms
- Shared additional duties include domestic, international, and virtual event support, office supply inventory, processing accounting paperwork such as reimbursements, journal vouchers, purchase orders and vendor payments

Administrative support to several researchers (50%)

- Produce presentation materials for sessions taught by MIT CISR researchers
- Create and maintain research project data in Salesforce and coordinate the activities of the MIT CISR Data Board
- Manage multiple, complex calendars
- Schedule numerous and complex appointments for research interviews
- Make travel arrangements for multiple researchers and process their trip reports

Other duties as assigned

### **Supervision Received:**

This position will report to the Director with regular, but minimal supervision.

**Supervision Exercised:**

None.

**Qualifications & Skills:*****MINIMUM REQUIRED EDUCATION AND EXPERIENCE:***

- High school diploma or equivalent and/or
- Three years administrative experience; initiative; excellent written and oral communication skills. Proficiency with Microsoft Office (Word, Excel, PowerPoint), Salesforce and Slack and the ability and willingness to learn new software; excellent verbal and written communication skills; proactive approach to workload and workflow; and the ability to work as part of a team.
- Seek a highly-organized individual who is able to maintain a high degree of accuracy while prioritizing competing demands and adhering to tight deadlines.
- 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:***

- Bachelor's degree
- MIT or other university experience and familiarity with MIT-specific systems like SAP, Concur and Coupa.

**MIT Sloan Competencies:**

1. **Contribute: Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
2. **Collaborate: Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes

**Communicates openly and** effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

\*\* 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.