

MIT Job Description

Job Title: Administrative Assistant II	Position Title: Communications Assistant, OER
Reports to: Director, Communications	% Effort or Wkly Hrs: 100%
Department: External Relations	Grade 5, non-exempt

Position Overview:

MIT Sloan is devoted to its mission of developing principled, innovative leaders who improve the world and to generate ideas that advance management practice. The mission of the Office of External Relations is to engage alumni with intellectual content and inspire financial support from high potential alumni and friends in specific regions and for approved priorities that emphasizes MIT Sloan’s unique impact and trust in the school’s leadership.

The Communications Assistant works collaboratively as an important member of the Communications and the Development Planning and Strategic Initiative teams in the MIT Sloan Office of External Relations. The Communications team is responsible for producing external communications about the school including newsletters, direct mail, print publications, digital communications, event communications, and other items intended for MIT Sloan’s 31,000 living alumni. The Development Planning and Strategic Initiative team works with frontline fundraisers and Initiative faculty members to develop fundraising materials, donor pipelines, and engage the MIT Sloan community philanthropically.

The Communications Assistant aids the team in interacting with internal and external constituencies; website and social media maintenance; conducting research; calendar management; email building and sending; managing electronic files; project management support; collaborating across multiple areas office-wide projects; and reconciling expenses.

This role will receive guidance, support, and oversight from the Director of Development Marketing and Alumni Communications. This position is expected to be physically present on campus 3–4 days a week.

Principal Duties and Responsibilities (Essential Functions):**

50% Communications Support

- Assist with administrative elements of Communications and Development Planning and Strategic Initiatives teams such as routine website maintenance and page creation, scheduling meetings, scheduling social media content, file management, research, printing materials, and creating meeting agendas and highly confidential briefing materials.
- Execute day-to-day operational needs for mass communications including but not limited to: creating and maintaining dropbox folders; follow up with requestors; managing Trello board; and building, testing, and sending email.
- Compose, edit, proofread, and fact check internal and external communications.
- Identify and evaluate potential vendors.
- Assist in occasional design projects such as event signage, proposals, printables, social media posts, videos, etc.
- Proactively support Communications and Development Planning and Strategic Initiatives teams in various reporting and database projects that may involve ID lookups; tracking information such as proposals, fundraising metrics, donor interests and preferences; creating and pulling reports; list management; contact reports; and updating alumni records.
- Maintain communications processes and enhance both documentation and reporting techniques to analyze relevant KPIs and metrics.
- Assist in occasional events which may require evening and weekend work.

50% Administrative Support

- Proactively and independently schedule diverse and complex appointments, meetings, and travel arrangements for the Executive Director of Campaign Development, Communications, Donor Engagement and Stewardship; the Director of Alumni Communications and Development Marketing; and the Director of Development Planning and Strategic Initiatives.
- Provide administrative support for the Communications and Development Planning and Strategic Initiatives teams, including but not limited to invoicing, expense tracking and reconciliation, and budget and supplies management.
- Schedule team and working group meetings, assist with agendas, prepare and update Trello boards as needed, and assist with notetaking and follow-up for team meetings.
- Other projects related to communications and strategic initiatives as assigned.

Supervision Received: Director, Alumni Communications and Development Marketing

Supervision Exercised: None

Qualifications & Skills:

REQUIRED:

- High School diploma or equivalent required.
- Minimum three years' communications, marketing, writing, administrative office related experience;
- Must have strong interpersonal skills and analytical skills and superior customer service skills.
- Candidate must be a self-starter, highly motivated, possess initiative and precise attention to accuracy and detail.
- Excellent interpersonal, organizational, writing, editing, and proofreading skills;
- Attention to detail and a commitment to accuracy;
- Ability to prioritize and handle multiple and varied tasks, follow through on work, and meet deadlines;
- Ability to work independently and as part of a team and interact with a diverse group of faculty, alumni, students, and staff;
- Ability to maintain confidentiality;
- Technical proficiency with Microsoft Office and Adobe programs;
- Willingness to learn new programs/software as needed.

PREFERRED:

- Customer service, events, or marketing experience in a university, professional school or large non-profit organization is preferred.
- Project management experience is preferred.
- Writing and editing experience is preferred.

A cover letter is required. A writing test will be conducted as part of the interview process.

Core Competencies: Contribute, Collaborate, Engage

- Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
- Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school
- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- Is self-directed and proactive while advancing work and achieving results
- Acts with caring and a sense of community while demonstrating genuine respect towards every person

*** 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.*