

MIT Position Description

Job Title: Administrative Assistant 3	Position Title: Administration and Finance Assistant
Pay Grade: 6 nonexempt	% Effort or Wkly Hrs: 40
Department: MIT Sloan, Office of the Dean	Reports to: Executive Assistant to the Dean & Chief of Staff

Overview Statement:

MIT Sloan, Office of the Dean seeks an Administration & Finance Assistant, who will be responsible for the organization and coordination of office operations, procedures, and resources to facilitate effectiveness and efficiency for the Office of the Dean. The successful candidate will need to prioritize and execute tasks to support the Office of the Dean, and will be expected to coordinate with deans' office staff in support of both their own projects and the projects of other members of the team. They will taking ownership of financial transactions, travel expense reporting, requests for payment, vendor management, course support, event support, space coordination, and suite operations. The ideal candidate will be organized and flexible, able to anticipate and resolve problems, work independently and as part of a team, and is expected to update their supervisor(s) on the status of projects. The Administration & Finance Assistant reports to, and works closely with, the Executive Assistant to the Dean and the Chief of Staff.

This full-time position is based in Cambridge, MA, with up to one day of remote or flexible work per week.

Duties and Responsibilities:

GENERAL DUTIES

- Responds to inquiries, requiring an in-depth understanding of work-area and MIT polices and procedures. Ensures that inquiries are addressed and resolved.
- Provides explanations and instructions to others; triages suite guests, visitors, and colleagues.
- Provide targeted support to the EAD, Chief of Staff, and other staff as coordinated with the EAD.

ADMINISTRATION (35%)

- Create and maintain standard procedures and electronic filing systems for the administration and finance assistant role.
- Assist deans and support staff in the Deans' Office, covering absences, scheduling diverse meetings, accommodating calendars, and prioritizing tasks. Schedule complex travel arrangements and prepare itineraries for constituents.
- Provides on-site coverage in the deans' suite. Deans' Office colleagues should reciprocate this support.
- Project Management: leads projects as assigned. Researches and gathers information from multiple sources for highly complex projects. Ensures effective coordination and execution of tasks to meet project goals and deadlines. May encounter and/or verify sensitive data and information, exercising discretion.
- Work effectively with peers across the Institute to assist the MIT Sloan Office of the Dean in interfacing with Institute colleagues and officers, including, but not limited to provosts, deans, and other key partners and peer institutes.
 - Exhibits professionalism in interacting with internal and external constituents
 - Deals with confidential issues using discretion and sound judgment

OPERATIONS (35%)

- Anticipates and initiates actions regarding daily office operations.
- Acts as senior administrative support professional, serving as a resource for other administrative assistants in the area.
- Identifies the need for office systems and monitors efficiency.
- Initiates changes and updates to policy and procedure documents for own area.
- Manages vacation schedules, emergency contact lists, and shared documents for the Office of the Dean.
- Proofread correspondence and presentation materials on behalf of the Chief of Staff and other senior officials as per their requests.
- When requested, coordinate logistics for classes, staff and other internal meetings and events, including booking rooms and managing catering.
- Ensure the proper functioning of shared office equipment (photocopier, printer, projectors, etc.) and facilitate unit repair and maintenance.
- Submit facility requests, including for repairs, replacement of keys, and extra cleaning requests, scheduling departmental moves.

- Manage mailing and other packages arriving to the office, including domestic and international shipments. Resolves complex inquiries.
- Maintain inventories of materials and supplies; re-ordering stock as needed. Maintain conference rooms and office organization.
- Process requests for use of dean's office conference rooms.
- First point of contact for the dean's office.

FINANCE (30%)

- Monitor, reconcile, and review deans' office expenses. Establishes supply budgets, selects vendors. Responsible for staying within budget and following budgetary guidelines.
- Process and approve accounting transactions. Authorizes expenditures within certain limits. Analyze expenditures and provide recommendations for adjustments.
- Process and submit requisitions, purchase orders, and invoices.
- Process travel expense reports for deans' office staff as requested, including complex international travel.
- Develops Dean's Office budget. Run reports and meet monthly with EAD to review all transactions.
- Train others regarding policies and procedures.

All employees are expected to perform other role related duties as assigned by supervisor, including those at a lower level when necessary.

Decision Making and Judgment: Implements MIT and Sloan policies as appropriate. This position may make decisions on issues and priorities for their own work area including with regard to financial and budget management; makes recommendations to solve and resolve highly complex problems. Proposes changes to aid in the continuous improvement of office process and operations.

Supervision Received:

Supervision is received from the Executive Assistant to the Dean and the Executive Director and Chief of Staff.

Supervision Exercised: May lead projects as assigned.

Qualifications and Education:

Required:

- High School diploma or equivalent required;
- Minimum 5 years of administrative office, or related experience required.
- Strong organizational, analytical, and problem-solving skills.
- In-depth understanding of work area and MIT policies and procedures.
- Experience with contracts and financial administration is desirable. Familiarity with MIT financial processes preferred.
- Must be self-motivated, service-oriented, and comfortable working in a fast paced environment. Confident; with outstanding interpersonal, communication, and organizational skills; resourcefulness; ability to manage a high volume of work..
- Proven ability to set priorities, handle multiple tasks simultaneously, follow through, and meet deadlines.
- Ability to work both independently and as part of a team.
- Requires proficiency with PC standard applications including Microsoft Suite and PowerPoint; SAP, Concur, and Canvas highly desirable.
- Tact, discretion, and the ability to handle confidential matters.
- Must be comfortable interacting with high-visibility executives, highly-motivated students, and leaders of other MIT offices.
- Detail-oriented, and keen to learn new policies and ensure their application.
- Occasional evening and weekend work may be required.

Preferred:

- Bachelor's degree preferred.

MIT Sloan Competencies

- Ability to multitask and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.
- Collaboration with others while respectfully advancing organizational goals and achieving desired outcomes.
- Ability to anticipate needs, adapt quickly to complete tasks, and solve challenges that develop.

This full-time position is based in Cambridge, MA, with up to one day of remote or flexible work per week. This position is not eligible for visa sponsorship

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.