

---

## MIT Job Description

|   |  |
|---|--|
| <b>Job Title:</b> Administrative Assistant II   | <b>Position Title:</b> Administrative Assistant II |
| <b>Reports to:</b> Executive Assistant to the Dean & Chief of Staff, Office of the Dean | <b>% Effort or Wkly Hrs:</b> 40                    |
| <b>Department:</b> MIT Sloan Office of the Dean   |  |

### **Position Overview:**

The Administrative Assistant II, under minimal supervision, performs complex and diverse administrative duties and financial account support in the MIT Sloan Office of the Dean. Operating as an integral member of the support staff and a central resource in the Office of the Dean, the Administrative Assistant II is expected to support collaborative relationships across the Office of the Dean, the Sloan School, and the Institute. They will function as a high-level contributor and coordinator of projects; in addition, they will provide backup support on projects, events, and communications, managed by others in the office, with an understanding of the broader scope of activities of the Office of the Dean.

The person in this role will work on campus full-time.

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

#### **Office of the Dean – General Operations (50%)**

- Administrative support including interacting with visitors (external guests, faculty members, staff, students, and vendors) to the suite, by phone, email and in person; coverage of reception desk and maintenance of conference rooms in E60-300 (always keeping rooms meeting-ready). Anticipates and initiates actions regarding office operations which require knowledge of the Institute and other departments. Ensures that inquiries are addressed and resolved.
- Efficiently managing office correspondence and files (incoming, outgoing, and filing electronic and paper documents (pick-up, sort, deliver, re-direct mail, newspapers, and other deliveries).
- Tracking inventories and ordering supplies and equipment for the office on a routine basis. Maintain accurate and current records of supplies for re-ordering purposes.
- Trouble-shooting office equipment; scheduling service calls with vendors. Evaluates situations and complex problems, determines appropriate course of action. Understands precedents and past practices.
- Maintain calendars: *Sloan: Deans Staffing, E60-381, E60-315*; respond to inquiries for space reservations in E60 (i.e. E60-112, E60-117, etc.).
- This position will support the deans' office by managing catering for meetings as requested. In addition, they will support areas such as HR and contract employees by managing catering, reserving space, and completing finance backup, as requested by those areas.
- Assist with production of meeting materials: copy, collate, distribute, nametags, etc.
- Updates office manuals (on-boarding, OneNote) and procedures for the reception desk and the administrative assistant positions. Participates in the orientation and training of new employees in office procedures and equipment use.
- Prioritizes work, considering their own work area and needs of the entire staff in the Office of the Dean.

---

## Procurement and Financial Tracking (50%)

- Works within established budgets and follows budgetary guidelines while managing logistical details related to the procurement of goods (ordering and receiving food, reserving rooms, requesting audio/visual, etc.), for Office of the Dean meetings and events.
- Processing and payment of invoices. Reviews, scans, and files all finance-related documentation (receipts, p-card backup, etc.). Creates requisitions and tracks purchase orders.
- Submit reimbursements (“RFPs”) and pro-card backup for personnel in the Office of the Dean, working in conjunction with deans’ support staff.
- Follow-up with vendors to acquire statements and receipts, including researching financial discrepancies and making corrections.
- Reviews monthly expenditures via the Finance Review & Control report (“FRC”) for the Office of the Dean accounts.

### Other duties as needed or required

**Supervision Received:** Reports to the Executive Assistant to the Dean.

**Supervision Exercised:** Not applicable.

### **Qualifications & Skills:**

#### **Required:**

- High school diploma or equivalent
- A minimum of three years’ administrative, office or related experience.
- Ability to work effectively as a team member in a dynamic and culturally diverse environment; self-motivated, service oriented.
- Ability to assist on multiple tasks and projects under deadline pressure, strong organization and prioritization skills.
- Deals with confidential issues using discretion and judgment.
- Pro-active thinker with a keen eye for detail and customer-oriented perspective; flexibility.
- Strong written and oral communication skill; excellent interpersonal communication skills; strong telephone presence; strong customer service skills; always showing diplomacy.
- Occasional evening/weekend work.

#### **Preferred:**

- Bachelor’s degree preferred
- Higher-Ed or academic administrative experience
- Proficiency with Microsoft Suite desirable
- Experience with MIT procedures and systems, particularly in procurement and financial management, is preferred; qualified candidates without this knowledge must be interested and adept at learning in a fast-paced environment.

### **Competencies:** Contribute; Collaborate; Engage

*\*\* 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 way they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*