

MIT Job Description

Job Title: Administrative Assistant 3	Position Title: Senior Administrative Assistant
Reports to: GM/Head of Finance & Administration for Executive Education	% Effort or Wkly Hrs: 40
Department: Office of Executive Education	Grade 6, non-exempt

Position Overview:

The Senior Administrative Assistant will provide complex and varied support to the Senior Associate Dean and Managing Directors of Executive Education (60%). Will work with the Head of Finance & Administration for Executive Education to provide advanced administrative support to the office (40%) and will serve as a key member of the Finance & Administration Support team (FAST). At a minimum, the Senior Administrative Assistant will perform, coordinate or manage these tasks for the Office of Executive Education:

Principal Duties and Responsibilities (Essential Functions):**

Calendar management and meeting planning and organization (60%)

- Will manage the Senior Associate Dean of Executive Education’s complex calendar and serve as liaison for him with a variety of constituents in all calendar management issues.
- Will organize internal meetings with senior leaders in the Dean’s Office, with faculty and staff, and various stakeholders across the Institute; and will organize external client meetings with corporate senior executives with the support of Executive Education Administrative Assistant II staff.
- The Senior Administrative Assistant will arrange complex domestic and international travel arrangements on the Senior Associate Dean’s behalf.
- Will support and manage the team of Managing Directors in Executive Education (3 members) with complex calendar scheduling and organizing internal meetings as well as external client meetings with corporate senior executives, with the assistance of Executive Education Administrative Assistant II staff.

Staff operations support (20%)

- Coordinate during the interviewing process for open positions with hiring managers and committees, including scheduling interviews, and other meetings during the interviewing process as necessary, recruitment, organize outbound efforts both external (outside websites) and internal to MIT (appropriate slack channels and Employee Resource Groups), determine best paths to ensure diverse candidate pools, aligning with HR guidelines and policy
- Manage onboarding for new hires and temp staff including coordinate and delegate logistical items with Finance, Administration Support Team, coordinate with hiring manager in scheduling all trainings and onboarding meetings, work with STS and IS&T on computer and tech support items, and be main point of contact on new hire first day with office space tours and introductions to colleagues
- Support managers with internal exit interview process and off-boarding staff

Administrative office support (20%)

- Work with senior leadership and collaborate with Sloan HR to compile and make accessible key professional development opportunities on an annual basis for all staff, coordinating with hiring managers and tracking staff attendance and engagement
- Handle clerical tasks and provide support with projects in line with the strategy of the Office of Executive Education
- Assist with outside department reservations for Executive Education classroom spaces when applicable, representing the department in person, over the telephone, and in written exchanges
- Work with other FAST members to support Executive Education's Operations Team with inventory management and purchasing and program assistance onsite and online

Supervision Received:

This role will report to the Head of Finance & Administration, with ongoing feedback from the Senior Associate Dean of Executive Education and Managing Directors. Supervision will be general. Employee determines appropriate work methods, plans, schedules, and prioritizes work based on goals and objectives to be achieved, within the standards of work unit. Consults with manager to resolve unusual problems, provide general direction and project management.

Supervision Exercised:

No direct reports. May monitor and coordinate the work of temporary and administrative assistant II staff.

Qualifications & Skills: (these can be bullet points)

REQUIRED: High School Diploma or equivalent. Five years of administrative support, strong communication, analytical, and interpersonal skills; excellent organizational skills; and experience and proficiency with Microsoft 365 applications. Seek a flexible, skilled, and proactive individual who is able to work both independently and as part of a team, exercise good judgment, multitask, set priorities, and meet deadlines in a busy office setting with frequent interruptions. Must be professional, discreet, manage confidentiality and comfortable interacting with diverse groups of colleagues. Requires ability to work independently, as well as closely with Senior Associate Dean, Head of Finance & Administration, Managing Directors, and other members of the team.

PREFERRED: Strong attention to detail and consistency is desirable. Should be able to adapt to change and take on new projects. Salesforce and SAP experience is preferred. Demonstrated ability to use and strong ability to proactively learn and adapt to new software, systems and technology, including customer relationship management tools, video-conferencing devices, and telepresence equipment. A bachelor's degree and MIT experience are strongly preferred. Occasional overtime may be required.

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 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.*