

## MIT Job Description

<b>Job Title:</b> Administrative Assistant 2	<b>Position Title:</b> Program Assistant II, Operations & Finance
<b>Reports to:</b> Associate Director Finance and Event Operations & Advising, Executive Degree Programs	<b>% Effort or Wkly Hrs:</b> 40
<b>Department:</b> MIT Sloan School of Management, Executive Degree Programs	

### **Position Overview:**

Provides complex, diverse, and high-level support for the Executive Degree Programs (Executive MBA and Sloan Fellows MBA), with a focus on operations and finance. Provides interpretation of and resolution to highly varied situations and problems, and functions as a high-level individual contributor. Collaborates effectively with peers across the team and the MIT Sloan School to assist in the overall operations of the EMBA and SFMBA Programs. On selected program delivery days/evenings (including up to 25 Saturdays/year and 5 Sundays), provides superior customer service and logistical support to students and visitors, including acting as a point of contact.

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

#### **1. Program Operations: 50%**

- Plans and implements student and program events in varying stages simultaneously.
- Works directly and independently with vendors to support the successful execution of events.
- Plays a key strategic role in the SFMBA April and June Orientations and the New York and Washington DC Modules. Coordinates all materials, purchases memorabilia items and supplies, organizes planning and preparation meetings, and ensures successful delivery.
- Point of contact for non-traditional classrooms space (Media Lab, Warren Center, Hotels, etc.)
- Oversees logistics for Executive Degree Programs' special events, including but not limited to: Seminar in Leadership, Women's Group/Advancement, Affinity Groups, Significant Other's sessions/events, class forums, and speaker sessions.
- Coordinates staffing for SFMBA classes and Muddy Talks.
- Works directly with SFMBA cohort on student run events and student-led committees, bringing requests and needs to the Student Life group. Collaborates with Student Experience function on cross-program opportunities and knowledge sharing.
- Coordinates with Sloan Educational Services for EMBA & SFMBA student nametags and tents.
- Works closely with the Associate Director of Finance and Event Operations & Advising to oversee office management functions and to facilitate communication within the office and across the School.
- Makes recommendations to solve and resolve highly complex issues. Proposes change to aid in continuous improvement of the programs, processes and operations.

#### **2. Finance: 25%**

- Collaborates with the Associate Director of Finance and Event Operations & Advising on the Executive Degree Programs' budgets to ensure appropriate cost controls are met.
- Monitors and reconciles Executive Degree Program accounts and budgets in SAP and in shadow systems.
- Works with vendors to secure contracts and ensure each event is within allocated budget.
- Creates purchase orders and requisitions and closes out commitments post-invoicing.
- Acts as a purchase card and travel card monitor and approver.
- Creates RFPs for student and staff reimbursements as well as Journal Vouchers for internal billing needs.

#### **3. Leadership/Office Administrative Support: 25%**

- Acts as an administrator/receptionist professional for the Executive Degree Programs, and in this capacity works effectively with the Executive Degree Program's team and other teams and their guests in the Suite.

- Proactively manages the Assistant Dean’s professional calendar, including scheduling of meetings, programmatic events, and travel arrangements, including the preparation and submission of reports via Concur and Atlas.
- Drafts, edits, and proofreads internal and external correspondence. Designs presentations, creates databases and spreadsheets to organize and produce reports on data related to the Assistant Dean’s and Executive Degree Programs’ work.
- Maintains awareness of the Assistant Dean’s projects and activities. As needed, attends key meetings and helps prepare agendas; drafts and distributes (pending approval) minutes from meetings.
- Performs other related tasks as required, including general office work.

**Supervision Received:** Supervision is provided by the Associate Director, Finance and Event Operations Advising, Executive Degree Programs.

**Supervision Exercised:** No direct supervision of others.

**Qualifications & Skills:**

**Required:**

- High school diploma or equivalent
- A minimum of three years’ administrative, office or related experience
- Must be committed to working in a team of highly-motivated professionals who play an important role in implementing the Programs and School's initiatives.
- Must be service oriented and comfortable working in a fast-paced environment.
- Outstanding interpersonal and organizational skills, including a strong detail orientation to confidently
- Resourcefulness; ability to manage a high volume of work.
- Requires the ability to be self-motivated, to prioritize and manage multiple projects simultaneously in various stages, and to work both independently and as a team member with minimal supervision.
- Excellent verbal and written communication skills, including a strong, confident and poised presence.
- Requires proficiency with PC standard applications including Microsoft Suite, WebEx and PowerPoint; SAP and Concur highly desirable.
- Must be versatile, flexible, and tactful, and possess a high level of discretion to manage sensitive and confidential matters.

**Preferred:**

- Bachelor’s degree
- MIT or other university experience preferred
- Experience supporting senior administration desired
- Must be comfortable interacting with Faculty, executive-level students, and leaders of other MIT offices.
- Occasional evening and weekend work is required (overtime compensation provided).

**Sloan Competencies**

- Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes
- Builds diversity and inclusion by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive
- Acts with caring and a sense of community while demonstrating genuine respect towards every person
- Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness

\*\* 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.