

MIT Job Description

Job Title: Administrative Assistant 2	Position Title: Administrative Assistant II, Exec ED
Reports to: Director of Finance, Administration and Strategic Initiatives	% Effort or Wkly Hrs: 40
Department: Office of Executive Education	

Position Overview:

The Administrative Assistant, primarily (~50%) to the Senior Associate Dean of the Office of Executive Education, providing complex and varied support. Will coordinate with Director of Finance, Administration and Strategic Initiatives to provide general administrative support within the office (~50%). Role eligible for hybrid work schedule that aligns with Executive Education practices.

Principal Duties and Responsibilities (Essential Functions):**

The Administrative Assistant will be responsible for managing the Senior Associate Dean's busy, complex calendar and serving as liaison for him with a variety of constituents in all calendar management issues; proactively composing and organizing presentations for internal meetings with senior staff and faculty, and client meetings with senior executives; making complex domestic and international travel arrangements, scheduling meetings and scheduling arrangements for visitors.

Additionally, the Administrative Assistant provides visitors to the Executive Education Suite with a high level of attention to customer service; and promptly responds to incoming phone calls and emails.

Will play a key role in the management of Office infrastructure, including: liaising with the building managers and MIT facilities staff on behalf of the Office; assisting with on-boarding of new staff; liaising on behalf of the Director of Finance, Administration and Strategic Initiatives with Sloan Technology Services and outside vendors for the provision and maintenance of IT and communications equipment and services in the Office. Will research and resolve problems, referring as necessary, but owning the issues through completion; and manage own work processes, often collaborating with multiple sources to meet internal and external requirements and deadlines. S/he will work effectively as a team member in a dynamic environment to anticipate the needs of the Senior Associate Dean and the Office, to help improve processes and procedures for, and handle day-to-day functions of, the Office including conference room scheduling, troubleshooting technology issues for the office and individuals, and Office-infrastructure related reimbursements and purchases. May assist other directors, serve as backup for business inquiries to main email address and/or phone, and perform other duties as assigned.

Supervision Received: This role will report to the Director of Finance, Administration and Strategic Initiatives. 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: This position will not have any supervisory responsibilities.

Qualifications & Skills:

Required:

- High school diploma or equivalent
- Minimum of three years of administrative, office or related experience
- Requires excellent attention to detail and ability to manage and track multiple priorities.
- Requires strong oral and written communication skills, service orientation and collaborative work style.
- Must be professional, discreet, manage confidentiality and comfortable interacting with diverse groups of colleagues.
- Requires excellent organizational, interpersonal and communication skills in person, by phone and via email, as well as the ability to prioritize, multi-task, work to quick deadlines, proactively determine needed actions, and adapt to rapidly changing priorities.
- Requires ability to work independently, as well as closely with Senior Associate Dean, Director of Finance, Administration and Strategic Initiatives and other members of the team.
- Should be able to adapt to change and take on new projects.
- Strong skills in working with the MS Office Suite of software programs required.
- Demonstrated ability to use and strong ability to proactively learn and adapt to new software and systems, including online collaboration and customer relationship management tools.

Preferred:

- College degree or equivalent experience
- Business experience in a fast-paced office environment preferred; preferably including knowledge of MIT.
- MIT experience preferred.
- Occasional overtime may be required.

Competencies: Collaborate; Contribute; 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.