
MIT Job Description

Job Title: Administrative Assistant II	Position Title: Faculty Affairs Assistant
Reports to: Coordinator for Faculty Affairs	% Effort or Wkly Hrs: 100%
Department: Faculty and Research Services	Grade 5 – non-exemp

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Position Overview:

Under supervision of the Coordinator for Faculty Affairs, provides high-level support for the Faculty Affairs Group within Faculty and Research Services (FRS), including for the Tenure and Promotion (T&P) process and various other Faculty Affairs processes at the MIT Sloan Dean’s Office. Support for the confidential T&P process requires acute attention to detail; accuracy; discretion; flexibility with changing priorities; strong writing, proofreading, and editing skills; and technical competency using MS Office (primarily Word and Excel but also PowerPoint) and Adobe Acrobat. Attention to detail is also critical for data reconciliation and maintenance across multiple data sources for Faculty Affairs. Remote and hybrid work situations possible that align with area guidelines.

Principal Duties and Responsibilities (Essential Functions):**

Faculty Affairs Processes: (70%)

- Works with the Tenure and Promotion Team to support various stages of process, which may include task tracking and reminders; compiling various master documents on which the T&P process relies for reference; helping with reviewer-related tasks (e.g., bios, review letter management, correspondence); drafting, proofreading, and editing documents; and assisting with assembly of digital materials in preparation for Sloan Faculty Personnel Committee meetings as well as document preparation for MIT Academic Council. T&P tasks all require high attention to detail, careful adherence to specifications and directions, follow-through with multiple concurrent high-priority tasks, and flexibility as priorities change (sometimes suddenly if a “rush” case arises).
- Supports the annual Outside Professional Activities reporting process, which may include communicating with delinquents and helping to maintain related data and files.
- Assists with data entry, maintenance, and reconciliation across multiple data repositories—identifying, raising, and resolving discrepancies.
- Creates special lists as needed for Faculty Affairs, following complex and detailed instructions for parameters and process.
- Assists with other Faculty Affairs processes as needed.

Administrative Support (20%)

- Maintains electronic documents related to Faculty Affairs.
- Maintains awareness of all projects in the Faculty Affairs portfolio. Attends key meetings (Director of FRS direct reports group and others); helps prepare meeting agenda and keeps meeting notes; ensures all documentation from meetings is added to team site.
- Often prioritizes own work; work is reviewed at key stages by FRS leadership.
- Job has short-to intermediate-term impact. Follows departmental procedures to complete work but may recommend changes to departmental processes. Decision making guided by general instructions and practices requiring interpretation.
- Performs other duties related to the administration of Faculty Affairs as discussed and agreed upon between self, the Coordinator of Faculty Affairs and the Director of FRS.

Communication and Engagement (5%)

- Corresponds as needed with Faculty and Administrative Assistants for collection and revision of materials for the Tenure and Promotion Process as well as other Faculty Affairs processes.
- Oversees faculty profile web sites; ensures publication information is entered using data standards
- Creates, writes, edits & posts articles to Group websites and verifies functioning links to correct websites

Collaboration: (5%)

Collaborates effectively with peers across the Institute to assist the Director of FRS and the Coordinator of Faculty Affairs in interfacing with Institute colleagues and officers. Exhibits professionalism in interacting with internal and external constituencies; deals with confidential issues using discretion and sound judgment.

- Helps others in clarifying somewhat complex problems; adapts or modifies established approaches with supervisor consultation and approval. Identifies and selects appropriate tools, data, and analysis techniques to diagnose problems and develop solutions.
- Demonstrates an understanding of, and reflects in work produced, MIT Sloan's mission.
- Balances competing short- and long-term goals within one's area in alignment with the larger area's direction and objectives.

Supervision Received:

The Senior Administrative Assistant reports directly to the Coordinator for Faculty Affairs, and offers support to the Director, Faculty and Research Services.

Supervision Exercised:

No direct reports. May train and coordinate work of lower-level, student employees, and/or temporary staff.

Qualifications & Skills:Required:

High school education or equivalent

Minimum 3 years of administrative, office, or related experience;

High capacity for and acute attention to detail and accuracy;

Excellent verbal and written communication skills, professional and clear writing, and ability to carefully proofread and edit, with sound understanding of grammar and punctuation;

Outstanding interpersonal, organizational, and project management skills;

Ability to meet multiple tight deadlines and prioritize work appropriately, and interact effectively with multiple constituencies;

A proactive approach to responsibilities;

Proficiency with Microsoft Office (including Outlook) and Adobe Creative Suite;

Discretion with confidential information.

Preferred:

Bachelor's degree preferred;

Familiarity with MIT's policies/procedures and financial/administrative systems.

MIT SLOAN COMPETENCIES:

Collaborate: Within one's unit or sphere of operation, determines people who are critical to accomplishing results, and may bring them together to problem solve or share workload. Works to identify and solve issues in the group.

Engage: Working closely with colleagues in identifying, understanding, and meeting needs of Faculty Affairs in the Dean's Office.

Contribute: Efficient and effective in managing their job and supporting the mission of the school.

Lead: Serves as a mentor/developmental advisor and/or training resource to less experienced staff, providing an example with regard to quality of work. May ensure that others comply with established standards within one's own work unit. May provide guidance in routine tasks.

*** 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.