
MIT Job Description

Job Title: Administrative Assistant 3	Position Title: Senior Administrative Assistant, Faculty and Research Services
Reports to: Gary Roberts, Director of Faculty and Research Services	% Effort or Wkly Hrs: 100%/40 hours
Department: Faculty and Research Services	
Date: January, 2020	

Position Overview:

The Senior Administrative Assistant for Faculty and Research Services (FRS) will perform complex and diverse duties in support of department-wide goals as well as the specific subunits of FRS. Will work closely with and directly support the FRS Director in a variety of ways, including project tracking, agenda planning for team meetings, scheduling, meeting arrangements, and the drafting of meeting notes, reports, business documents, and correspondence related to events and projects within FRS. Responsible for routine and ongoing financial support of FRS accounts and related budgets.

The FRS Senior Administrative Assistant will also work directly with other FRS managers and serve as a liaison to a variety of internal and external stakeholders and offices, including Sloan centers and initiatives, the Office of the Dean, Sloan Technology Services, Sloan Human Resources, Sloan Finance, and Sloan Facilities. Will cultivate partnerships and seek input on FRS activities and priorities. Will gather, organize, and communicate a range of information pertaining to the goals, planning, and performance of FRS subunits, and support team efforts to develop and maintain FRS performance indicators connected to departmental operations. Will provide advanced administrative support for multiple projects, requiring in-depth understanding of MIT and Sloan policies and procedures. Will collaborate with FRS managers and other members of the Sloan community in fostering a workplace culture that is aligned with the Sloan mission and attuned to the primary activities of the faculty. Needs to work independently and within a team. Other related duties as assigned.

Principal Duties and Responsibilities (Essential Functions):**

Departmental and Financial Support (40% effort)

- Is responsible for financial administration for the FRS umbrella and several subunits including Faculty Affairs, Contract Administration, and Research Services, and takes care of related purchases, approvals, and monthly reconciliations. With little supervision and on behalf of all members of FRS and other related stakeholders, makes purchases using MIT ProCard, MIT Travel Card, and creates requisitions in Coupa; Prepares documents for financial approval including for ProCard charges, uses Concur for Travel reporting, and Selection of Source documents for requisitions over \$10,000, as well as requesting new vendor creation as needed; Approves purchases made by others using FRS and related accounts on ProCard, in Concur, in Coupa, and in eRFP/SAP Online systems; Reconciles FRS accounts monthly using FRC tool; Reviews FRS accounts quarterly for open commitments using SAP GUI; Forwards ProCard charges when appropriate using SAP GUI; Creates JVs as needed using online JV

portal in Atlas and provides backup for all cost objects to reconcilers of all accounts. Works closely with staff in the Academic Areas, the Finance department, and other offices to resolve issues and maintain best practices. Supports budgeting process for FRS by attending meetings and collecting information from FRS functional heads regarding anticipated changes in activities and resource allocation.

- Coordinates the FRS Director's calendar, and schedules group meetings with other Sloan staff as requested.
- Organizes FRS team meetings throughout the year as well as periodic all-staff meetings for the Academic Areas, along with summer off-site retreats and other professional development activities for FRS managers. Makes necessary reservations and arrangements, attends meetings, and takes and distributes notes as needed. Helps Director with follow-up from team discussions. Suggests and develops ideas for agenda topics and effective meeting formats, invites guest speakers, and keeps track of planning, next steps, and outcomes.
- Supports efforts to develop and track performance measures for FRS subunits, with attention to operations, staffing capacity, project completion, and stakeholder satisfaction. Tracks goals for FRS subunits, and assists the Director and FRS managers in identifying bottlenecks as well as breakthroughs in meeting goals and deadlines.
- Assists in the production of PowerPoint presentations for the Director; may be asked to draft announcements, briefings and reports on FRS activities, and other business documents.
- Works with Senior Associate Directors and other staff in the Academic Areas on faculty relations, departmental communications, space planning, wayfinding and environmental branding, and renovation projects as needed.

Research Services Support (30% effort)

- With guidance from the Research Services Coordinator and in collaboration with staff organizers, promotes Sloan research seminars through postering and SloanGroups website updates.
- May provide assistance to Research Services Coordinator in activities related to hiring research support personnel for Sloan faculty members.
- Supports the FRS Director in work with Sloan centers, labs, and initiatives, especially to identify best practices, common needs, mutual goals, and collaborative opportunities.
- Works with Director of Contract Administration on recordkeeping and database entry of non-disclosure agreements and routine contracts related to faculty research.

Faculty Services Support (20% effort)

- Organizes events and supports initiatives sponsored by the FRS Director to improve the partnership with the faculty and build community within the Academic Areas.
- Collaborates as needed with staff in the Office of the Dean to plan and execute meetings and events such as periodic faculty retreats, and takes notes at such events as needed.
- Provides occasional assistance to the Faculty Affairs Manager for special projects as needed, e.g. data entry and faculty teaching load analysis.

Teaching Services Support (10% effort)

- Light administrative support for the Associate Director, Curriculum Development, and related special projects involving case writing and ad hoc pedagogy initiatives.

Other duties as needed or required.

Supervision Received:

The position will report to and be supervised by the Director of Faculty and Research Services.

Supervision Exercised:

No direct reports; may lead projects as needed.

May coordinate work of and/or train lower-level support or temporary staff.

Qualifications & Skills:

PREFERRED

High School Diploma required, Bachelor's Degree preferred.

Minimum of 5 years of administrative, office, or related experience required.

Familiarity with the cultures of higher education institutions and an interest in the operations of academic workplaces.

Must be committed to the success of a team of highly motivated professionals who play an important role in overseeing the School's operations and implementing its priorities.

Needs to be comfortable working with and being tasked by multiple department managers, and juggling different projects with overlapping deadlines.

Exhibits professionalism in interacting with internal and external constituencies; deals with confidential issues using discretion and sound judgment.

Must be service-oriented, and comfortable working in a fast-paced, dynamic, and collaborative environment. Confident, with outstanding interpersonal and organizational skills, including strong attention to details and nuances; resourceful, comfortable with ambiguity, and open to change.

Self-motivated, able to prioritize and manage multiple projects simultaneously, and willing to work independently and as a team member with minimal supervision. Takes a proactive, solution-oriented approach to projects and business process improvements; displays ability to own and follow through on tasks.

Excellent verbal and written communication skills.

Proficiency with PC standard applications including Microsoft Suite, PowerPoint, and Adobe Creative Cloud.

Familiarity with MIT financial processes preferred, and proficiency with SAP, Concur, and Coupa (Buy2Pay) highly desirable.

Must be versatile flexible, and tactful, and possess a high level of discretion in handling sensitive and confidential matters.

** 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.

MIT Sloan Competencies

1. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school
2. **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
3. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches