



MIT Job Description

Job Title: Administrative Assistant II	Position Title: Finance and Operations Assistant
Reports to: Director	% Effort or Wkly Hrs: 100
Department: Martin Trust Center for MIT Entrepreneurship	

Position Overview:

The Operations Assistant at the Martin Trust Center for MIT Entrepreneurship will provide interpretation of and resolution to highly varied situations and problems, and functions as a high-level individual contributor. Serve as the front line of support for students, faculty, and guests visiting the Center. Responsible for ensuring the space is welcoming and well maintained and addresses facility and custodial concerns by serving as the primary contact with MIT/Sloan service providers and external contractors. Will oversee the Center’s card access system and ensure conference room technology and reservation systems work appropriately. Monitors and reconciles accounts and budget in SAP and shadow system. Verifies all purchase card transactions, set up/closes purchase orders, and keeps detailed records of expenses for budget review meetings. Assists with planning and executing on program events and ensuring all academic course requirements have been met. On course delivery days (including some early mornings, late evenings, and ~5 weekend days), deliver superior customer service, logistical support, and presentations, including acting as a point of contact.

Principal Duties and Responsibilities (Essential Functions):**

Financial (40%)

- In conjunction with the Director of Administration and Business Management communicate program budgets to staff, monitor budgets throughout the fiscal year
- Work with faculty and staff to process TA appointments for Center run academic courses
- Train and oversees any new purchase card users on MIT Procurement standards and policies
- Collaborate with the Director of Administration and Business Management on the budget to ensure appropriate cost controls are met
- Monitor and reconciles accounts and budget in SAP and in shadow system, verifying expenses have been allocated appropriately
- Work with staff to ensure each event and course is within allocated budget
- Resolve budgeting discrepancies and set up/close out purchase orders
- Act as a purchase card and travel card monitor and approver, ensuring detailed records are kept
- Manage MIT delta v fellowship process including liaising with the International Students Office for student summer fellowship eligibility

Office (40%)

- Respond to and triage appropriately general inquiries for Center visits and resources
- Manage the Center’s technology infrastructure including; room reservation system, video conferencing devices, projectors, printers, laptops, etc. are functioning properly
- Serve as the liason to MIT IS&T, Copytech, AV, Sloan STS, and external contractors for service, agreements, and upkeep of technology
- Ensure office areas are appropriately maintained, stocked, and are welcoming to visitors
- Submit and monitor all facilities-related work orders and diligently follow up to ensure issues are resolved in a timely and satisfactory manner
- Oversee, maintain, and implement processes for the Center and Makerspace card access system.



- In collaboration with the Director of Administration and Business Management develop and communicate physical space standards
- Performs other related tasks as required, including general office work

Events (20%)

- Independently and in cooperation with other team members, provides outstanding internal and external customer service
- Assist program coordinators with planning and execution of events and academic courses
- Coordinate and communicate day of responsibilities to interns, temps, students, and other event staff
- Serve as primary point of contact for visiting students and groups, hosting Center tours and providing overviews of resources offered
- Collaborate effectively to assist in the overall operations of the Center
- Occasional domestic travel may be required
- Occasional evening and weekend work to support events

Supervision Received:

Minimal supervision received from Director of Administration and Business Management

Supervision Exercised: No supervision exercised.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma required
- 3 year administrative, office or related experience

- Strong organizational skills with attention to detail
- Ability to develop a process and follow through
- Proven ability to communicate professionally in person and in writing

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred
- Good interpersonal and customer service skills
- Ability to clearly convey expectations and policy compliance
- Experience using discretion and judgment with confidential information and/or issues
- Familiarity with MIT financial systems and processes (SAP, etc.)
- Experience in higher education interacting with students and faculty

MIT Sloan Competencies

- **Contribute** - Proactively identifies problems and opportunities for change, then implements solutions when appropriate
- **Collaborate** - Consistently keep others informed with relevant information; is generous in knowledge sharing
- **Engage** - Supports colleagues in their work to achieve excellence and contribute to the Institute's success
- **Lead** - Translates ideas into action through the creation of shared strategies, policies, and practices (i.e., ideas made to matter)

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.