

### MIT Job Description

<b>Job Title: Administrative Assistant II</b>	<b>Position Title: Administrative Assistant II, MIT REAP</b>
<b>Reports to: Associate Director, MIT REAP</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: MIT Sloan Global Programs</b>	<b>Grade 5, non-exempt</b>

#### **Position Overview:**

The MIT Regional Acceleration Program (MIT REAP) Administrative Assistant II (AAIL) performs a variety of complex and diverse duties in a fast-paced globally facing environment in support of the MIT REAP Director. Will serve as a liaison for the Associate Director and Director and manage scheduling, calendar, preparing and submitting expense reports, travel, document updates, respond for internal information requests, file maintenance, technology troubleshooting and other administrative items. The AAIL coordinates across all levels of faculty, staff and students, and the core MIT REAP team. The role manages all backend databases and team rosters for current MIT REAP Teams and Alumni Teams. AAIL also supports key special projects as needed such as website development/updates and vendor management.

Role eligible for hybrid schedule that aligns with department guidelines.

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

Responsibilities include:

- **Administrative support to MIT REAP Associate Director and Director and Programs (60%)**
  - Monitors entire calendar and identifies and mitigates conflicts
  - Schedules meetings across all faculty, staff, and team
  - Schedules all travel including flights, accommodations and transport
  - Submits all travel receipts, reimbursements and manages overall travel processing
  - Processes requisition creation and approvals as needed
  - Coordinates all delegations/major visits including agenda setting, attendees, catering, room reservation, etc.
  - Supports program and Associate Director and Director meetings through note taking and key action items
  - Supports internal meetings by managing agendas and note taking with key action items
- **Coordinates across MIT REAP staff team (30%)**
  - Administrative support during workshops including finalizing name tags and managing the registration table
  - Coordinates all action phase calls for MIT REAP Teams across all Cohorts (~20-25 teams) with faculty administrative assistants and MIT REAP staff
  - Maintains all rosters for both Alumni and MIT REAP Teams
  - Maintains contact information for all contacts in CRM database, SPD and email marketing client
  - Order all memorabilia, printing, and supplies for workshops in coordination with Associate Directors
  - Supports and maintains key documentation on standard operating procedures
- **Supports special projects (10%)**
  - Supports MIT REAP website, MIT REAP quarterly newsletter and social media channels (LinkedIn, Facebook, Twitter)

- Supports other key new initiatives or projects as directed by MIT REAP Director
- Other duties as assigned or required

**Supervision Received:**

The Administrative Assistant II reports directly to the Associate Director. AAIL receives minimal supervision on a day-to-day basis. Administrative Assistant II is expected to make decisions independently and keep Associate Director and Director informed as necessary on issues of strategic importance. AAIL is also expected to make recommendations on key changes that would create efficiency and efficacy.

**Supervision Received:**

This person has no supervisory responsibilities.

**Qualifications & Skills:**

**Required:**

- High school diploma or equivalent required
- Minimum of 3 years demonstrated administrative, office or related experience.
- Strong attention to detail with good judgement with confidential information
- Excellent English spelling and grammar proof-reading skills and
- Communicate effectively and professionally, both verbally and in writing
- Work with multiple stakeholders concurrently
- Learn quickly and follow processes effectively, improving current processes
- Ability to multitask and adapt to changing priorities
- Work effectively in a fast-paced and rapidly changing work environment and with priorities
- Work effectively in a fast-paced and rapidly changing work environment
- Very organized with the ability to prioritize and meet deadlines with minimal supervision
- Strong interpersonal and cross-cultural communication skills
- Function autonomously in a highly visible position in a fast-paced setting
- Strong computer and technical skills required, including MS Suite, Adobe Suite, WordPress, Monday.com, Slack, Pipedrive, and ability to learn new programs quickly
- Interest in and ability to test and adopt new software tools quickly

**Preferred:**

- Bachelor's degree
- Familiarity with high education, MIT and MIT Sloan policies and procedures strongly preferred
- Strong interest in innovation and entrepreneurship development

Ability to move and lift objects weighing up to 30lbs.

**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.*