
MIT Job Description

Job Title: Administrative Assistant III	Position Title: Senior Administrative Assistant, GP
Reports to: Associate Director	% Effort or Wkly Hrs: 100%
Department: Global Programs	Grade 6- non exempt

Position Overview:

Support international programs, partnerships, and outreach as part of the strategic mission of MIT Sloan Global Programs (GP). Responsible for coordinating the planning, organizing, and prioritizing of activities, complex administrative and operational duties and processes to ensure successful and timely completion of work/projects. Please visit <https://mitsloan.mit.edu/global-programs/global-programs-initiatives> to learn more about MIT Sloan's Global Program office's current collaborations and academic impact.

The position will be eligible for flexible work arrangements on a continuing weekly basis and required to be on campus when the programs being managed are visiting MIT Sloan.

Principle Duties and Responsibilities

- **Administration and Operations Support (40%)**
Responsible for day-to-day operational, administrative, operational activities and logistics for programs. Works closely with GP Associate Director to coordinate Global Programs activities and operations, improving efficiencies and promoting cross-program collaboration. On-campus program support includes but not limited to: Helping with reservation of classrooms and/or conference rooms, booking AV support, ordering copyright for teaching cases, and catering, when applicable and in collaboration with the GP Operations Coordinators. Calendaring and organization of calls/meetings will be required, as well as keeping track of priorities and next steps to accomplish goals. The role requires multitasking when program activities overlap and being able to prioritize tasks. The Senior AA applies technical or content knowledge to achieve program deliverables. The Senior AA assists the Associate Director in managing the communication and operations for the Visiting Fellows' program, ensuring a timely manner of interactions with prospective applicants and future students. They will help with the onboarding of the new students through platforms like Slate/Grade20 etc., and the organization of educational/recreative events for the VF program.
- **Relationship Management Support (20%)**
This role will assist in fulfilling commitments made by university partners in their respective contracts, including student immersion, International Faculty Fellows, responding to inquiries requiring an in-depth understanding of programs and other activities as determined by MIT Sloan and GP. Responsible for monitoring MOU key dates, requirements etc.
- **Communications/Marketing Support (20%)**
Acts as point of contact for program partners, effectively communicating program goals and activities and post course syllabus and required reading materials to online teaching platforms. They will be responsible for the post-event/class duties such as Diplomas/Certificates/Gifts delivery and arrangements. Establish and maintain a professional working relationship with relevant faculty and staff and offices like the International Student Office (ISO), Sloan Educational Office (SES) Sloan Technology Office (STS) etc. Research, evaluate, and recommend ways to use technology and existing infrastructure to improve the delivery of programs, including stakeholder communication, curriculum details, and orientation.
- **Legal Support(10%)**
Maintain compliance with visa application policies and procedures by working closely with internal multi-stakeholders to successfully onboard international students, scholars, and/or visiting faculty. Communicate effectively with MIT's legal team to comply with national and international contracts.

- **Financials Support (10%)**

Maintain program budgets. As required, develops and tracks key program metrics. Report and effectively communicate program activities with partners and internal and external audiences. Responsible for working closely with the financial team to report all program activity expenses. Responsible for payments of faculty, and keeping track of Visiting Fellows' deposits and transactions.

Other responsibilities as required or assigned.

Supervision Received:

Reports to the Associate Director, Global Programs. Requires the ability to contribute independently with minimal supervision as well as the ability to work closely with multiple stakeholders across GP and the school.

Supervision Exercised: N/A

Qualifications & Skills:

Required:

- High school diploma or equivalent.
- Minimum 5 years of administrative and/or project/program management experience.
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, being a team-player, and understanding budgets.
- Outstanding communication skills both written and verbal
- Proven ability to multitask managing competing priorities for multiple programs or projects
- Experience in effectively planning logistics well in advance of program activities.
- Deals with confidential information and/or issues using discretion and judgment.

Preferred:

- Bachelor's Degree
- 7 years relevant experience
- Strong MS Office skills
- Strong Adobe Creative Suite Skills
- Experience with Project Management tools like Asana
- Experience with Admissions' portal Slate
- Experience and a strong desire to contribute
- Positive attitude and flexibility when managing multiple projects
- Experience collaborating with others and across teams
- Proven ability to support a culture of experimentation

Competencies:

- Strong desire to **contribute** – manages ambiguity and navigates change; demonstrates the desire and drive for learning; is self-directed and proactive.
- Willingness to **collaborate** – works toward team success; collaborates with others; communicates openly and effectively.
- Passion for **engaging** within the community – act with caring and a sense of community; foster innovation and experimentation; builds diversity and inclusion.
- Ability to **lead** – focuses on impact and outcomes; influences others, initiates and sustains change.

*** 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.*