
MIT Job Description

Job Title: Administrative Assistant II, Alumni Relations and Events	Position Title: Administrative Assistant II, Alumni Relations and Events
Reports to: Director, Alumni Relations and Senior Associate Director, Donor and Alumni Events	% Effort or Wkly Hrs: 40 hours

Position Overview:

The Administrative Assistant II will support and report to both the Director of Alumni Relations and Senior Associate Director of Donor and Alumni Events, and provide administrative support including but not limited to calendar and meeting scheduling, domestic and international travel scheduling, and expense tracking and reconciliation. Additionally, the administrative assistant will provide data and reporting support, assist in management of budgets and overall tracking, manage alumni database coding to ensure alumni activity is accurate. S/he will assist with administrative elements of events such as processing registrations, preparation of event materials, nametags, attendee lists, briefing materials, etc. S/he will be the primary point of contact for general inquires and requests made in the office. The Administrative Assistant will support and anticipate needs of a fast-paced team within a complex organization.

Principal Duties and Responsibilities (Essential Functions):**

The Administrative Assistant will support the Director of Alumni Relations and Senior Associate Director of Donor and Alumni Events with calendar, travel, meeting preparation, and data support. In this capacity, the Administrative Assistant will provide reporting, logistical support for alumni meetings and events, and complicated travel arrangements both domestic and international. Additionally, this person will assist with the administrative elements of events and serve as the first point of contact in the Office of External Relations.

The primary responsibilities are:

- Provide administrative support to the Director of Alumni Relations and Senior Associate Director of Donor and Alumni Events by providing calendar, meeting, travel support as well as expense reconciliation and budget management.
- Providing exceptional internal and external customer service to alumni, students, volunteers, faculty, administration and staff, responding to inquiries, providing explanations and instructions.
- Supporting, organizing, and scheduling diverse and complex appointments and meetings, travel arrangements and alumni relations meetings and presentations, including the composition and editing of documents and power point presentations, and event needs.
- Support the events team by managing registration process both online and at events, creating nametags, attendee lists, briefing materials, etc.

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- Use internal systems to create and draft emails, invitations, etc.
 - Proactively supports the teams through alumni database coding and reporting, organizing and maintaining data to achieve alumni relations and events goals.
 - Assist with reviewing and compiling data from the alumni database across alumni relations and events functions, researching data and presenting findings to the team.
 - Manage and track the Alumni Relations and Events budgets.
 - Other duties as required.

Supervision Received:

- Reports to the Director, Alumni Relations and Senior Associate Director, Donor and Alumni Events

Supervision Exercised:

- N/A

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

A Bachelor's degree, three years of related experience and strong administrative support experience preferred. Alumni Relations and/or event experience in a university, professional school or large non-profit organization is strongly preferred, customer service, sales or marketing experience desired. Candidates must possess strong interpersonal and analytical skills and superior customer service skills. Experience working with volunteers, senior staff and administration a plus.

Required technical skills include proficiency with alumni databases, and PC standard applications including Microsoft Word, Excel, Publisher and PowerPoint. Strong organization, excellent interpersonal skills, superior customer service skills, written and communication skills, as well as the ability to set goals and priorities in a fast-paced, demanding environment. Candidate must possess initiative and be detail-oriented.