



MIT Position Description

Job Title: Administrative Assistant 2	Position Title: Administrative Assistant 2
Department: MIT Laboratory for Financial Engineering, Sloan	% Effort or Wkly Hrs: 100%
Reports to: Director, LFE and Faculty Director	Pay Grade: 5, non-exempt

Hiring pay range: \$27.50 - \$34.20

Position Overview:

Under the supervision of the LFE director, the Administrative Assistant 2 (AA2) performs complex and diverse administrative duties in support of the programs, projects, and day-to-day operations of the Laboratory for Financial Engineering (LFE) at the Sloan School of Management. The AA2 works collaboratively with the Senior Administrative Assistant and other LFE staff and provides complementary administrative support for the LFE faculty director, programs, and activities. The position requires the ability to synthesize, evaluate, and communicate information clearly; apply established Institute and Sloan policies and procedures; and exercise sound judgment in resolving routine and complex matters. Supports the mission of the LFE and, through continuous development, strengthens competencies that are most valued at Sloan.

This is a one-year term position, with potential for extension beyond the initial one-year appointment.

The AA2 is expected to work in person five days per week. Occasional evening and weekend work and travel may be required.

Principal Duties and Responsibilities (Essential Functions):**

LFE Administrative Support (60%)

- Provides administrative and logistical support for courses, educational programs, and other learning initiatives led or supported by LFE, including preparation and distribution of course, program, presentation, case, and other instructional materials.
- Coordinates and assists with course and program administration, including participant communications, registration and enrollment, waitlists, Canvas and other learning-platform administration, scheduling, faculty and guest-speaker support, preparation and distribution of materials, classroom and audiovisual logistics, video recording, and other program-related activities, as needed.
- Coordinates administrative timelines, materials, communications, and logistics for LFE educational programs and initiatives; tracks deadlines and deliverables and follows up with faculty, staff, students/participants, speakers, and other collaborators to support timely preparation and completion of program activities.
- Monitors and orders office supplies and equipment inventory, and coordinates new purchases as necessary in accordance with Sloan and Institute policies and procedures.
- Researches and gathers information for projects and assists with data collection, organization, and other administrative support for research activities, as needed.
- Responds to inquiries requiring a broad understanding of LFE, Sloan, and Institute policies and procedures; provides information and instructions, routes inquiries appropriately, and follows through to ensure resolution.
- Collaborates with other MIT offices, programs, centers, and external constituents in support of

LFE activities and serves as a liaison for routine administrative matters.

- Provides support for complex calendar management for the LFE faculty director and assists with logistics for internal and external speaking engagements with strong attention to detail and creative troubleshooting; uses programs such as Google Calendar, Asana, and Zoom.
- Schedules and coordinates meetings, visits, and related logistics involving multiple LFE and external constituents as needed; prepares complex itineraries and provides logistical support.
- Arranges domestic and international travel for the LFE faculty director, guests, visitors, collaborators, students, and other constituents as needed, including air/train travel, lodging, and ground transportation; prepares itineraries and ensures appropriate travel arrangements are in place.
- Designs PowerPoint presentations and other materials from established content; proofreads and edits documents for accuracy and consistency.
- Uses desktop publishing and word-processing programs to assist with formatting research publications for submission and review (e.g., LaTeX and Microsoft Word).
- Assists with preparation and organization of materials for grant proposals and other research or academic projects, using established templates and prior materials as appropriate.
- Prepares documentation for projects involving human subjects for COUHES review and approval and assists with maintaining approvals for ongoing projects.
- Processes appointments for graduate research assistants, research staff, and undergraduate students in the Undergraduate Research Opportunity Program (UROP); liaises with undergraduate and graduate administrators and HR, as needed.
- Develops and maintains paper and electronic filing, record-keeping, and shared administrative systems; assists with updates to manuals, procedures, and routine office processes.
- Deals with confidential information, including research, financial, and personnel information, using discretion and sound judgment.
- Analyzes and interprets a variety of situations and administrative issues and determines appropriate course of action to bring about resolution using established practices and precedents.

Financial Management (20%)

- Handles purchasing matters and financial transactions in accordance with established policies and procedures, including vendor selection, processing invoices, contracts, and travel and other expense reimbursements.
- May serve as a procurement card verifier or perform related functions when authorized and trained.
- Monitors and reconciles accounting statements in a timely manner; investigates and follows up on purchasing or accounting discrepancies as needed.

Events and Communication (20%)

- Assists with planning and coordination of LFE events such as workshops, seminars, and conferences with timelines that range from weeks to months in advance. Requires coordination and input from multiple people/units and can include finding and contracting a venue, working with caterers, arranging for audio-visual needs, preparing printed materials, and liaising with speakers and attendees.
- Maintains and updates content for LFE websites and other digital communications platforms.
- Develops and assists with the production of LFE communications, marketing, and outreach materials, including newsletters, event and program materials, presentations, digital and print graphics, website content, and other promotional materials. Uses graphic design, desktop

publishing, photo-editing, and video-editing tools, such as Adobe InDesign, Photoshop, Illustrator, Premiere Pro, or similar applications, to create and edit visual and multimedia content.

- Maintains databases, mailing lists, and related records using Excel, Quickbase, or other systems utilized by LFE.
- Provides meeting and communication support for the LFE and its faculty director as needed, including taking and drafting meeting summaries, and composing, editing, and proofreading correspondence, internal communications, and other documents.

Performs other duties as assigned or required.

Supervision Received: Receives minimal supervision from LFE director with input from LFE faculty director.

Supervision Exercised: No direct reports. Trains and coordinates lower-level office support staff, student employees, and/or temporary staff.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- High School education or equivalent.
- A minimum of three years' administrative, office, or related experience.
- Advanced computer software skills and ability to identify and learn new programs and software skills as necessary. Proficiency with Microsoft Office, WordPress, and database management.
- Ability to anticipate, prioritize, and work on multiple projects simultaneously.
- Ability to work autonomously and as part of a team.
- Keen attention to detail and accuracy in work.
- Excellent verbal and written communication skills, including a strong and poised phone presence and excellent grammar and proofreading ability.
- Accountability regarding ownership of work and following through on tasks.
- Good judgment and discretion when working with confidential materials.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred.
- Excellent interpersonal and organizational skills and resourcefulness.
- Strong digital literacy and online research skills; ability to identify, evaluate, and effectively use new technologies and tools, including generative AI applications such as ChatGPT, Claude, and Gemini.
- Experience creating professional communications, marketing, and/or multimedia materials, with proficiency in graphic design, desktop publishing, photo-editing, and/or video-editing software such as Adobe Creative Cloud applications (e.g., InDesign, Photoshop, Illustrator, and Premiere Pro) or comparable tools strongly preferred.
- Strong visual communication skills and an eye for design, layout, and presentation; ability to translate established content and messaging into polished, audience-appropriate print and digital materials.
- Knowledge of SAP, Concur, and MIT financial processes, policies, and procedures a plus.
- MIT or other university experience preferred; familiarity with MIT administrative processes, policies, and procedures a plus.
- Ability to recognize the needs of the unit, understand their impact on other areas of MIT and Sloan, and understand the role of the position within the broader organization.
- High level of flexibility and adaptability.
- Must be self-motivated, service-oriented, and comfortable working in a fast-paced environment.
- Must be comfortable interacting with high-visibility executives, highly-motivated students, and leaders of other MIT offices.



MIT Sloan Competencies:

- Ability to multitask and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.
- Collaboration with others while respectfully advancing organizational goals and achieving desired outcomes.
- Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges that develop.

** 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.