



Job Title: Administrative Assistant II	Position Title: Administrative Assistant II
Reports to: Giada Tridello-Mattern Assistant Director	% Effort or Wkly Hrs: 40
Department: MIT Sloan Master of Business Analytics (MBAn) Program	

Position Overview:

ADMINISTRATIVE ASSISTANT, Sloan School of Management – to perform diverse and complex administrative support duties for the Master of Business Analytics (MBAn) Program Office. Will work very closely with the Directors of the MBAn Program to facilitate multiple projects. Provides high-level administrative support for the Master of Business Analytics (MBAn) Team, including planning, organizing and executing various programs and events, managing finances, providing support for correspondence with partners/stakeholders, travel, calendaring, reimbursements, purchases, courses; as well as website maintenance and related marketing materials.

The Administrative Assistant II will be an integral member of Master of Business Analytics team. They provide solid organizational and administrative support to ensure the smooth running of the MBAn. program and is responsible for coordinating day-to-day activities of the MBAn. program office.

This role will require working at times during evenings and weekends.

Principal Duties and Responsibilities (Essential Functions):**

General & Administrative (40%):

1. Responds to inquiries requiring broad understanding of work-area policies and procedures. Provides explanations and instructions, triages clients and visitors.
2. Ensures inquiries are addressed and resolved. Prepares, copies, collates, and coordinates materials for distribution
3. Creates mail merges and coordinates mass mailings.
4. Sorts and distributes mail and materials within the team, will manage vacation schedules, emergency contact list, and shared documents for the working area
5. Process financial paperwork (credit card transactions, reimbursements, RFPs,) invoice capstone companies and monitor Concur travel reports for MBAn core team and students
6. Maintains databases using programs such as Excel and/or databases specific to the MBAn
7. Order and keep up to date MBAn program’s inventory supply. Matches invoices to packing slip, validates deliveries, works within established supply budgets, selected vendors, uses signature and purchasing authorization.
8. Responsible for staying within the budget and following budgetary guidelines
9. Researches and gathers information for complex projects
10. Reconciles accounting statements and reports discrepancies. Checks purchases against statements, maintains appropriate files.
11. Attends high-level meetings; records, interprets, drafts, and distributes (pending approval) minutes from said meetings

MBAn Program & Analytics Certificate Operations (30%):

1. Help to Inform MIT Sloan candidates about the Business Analytics Certificate through the admissions cycle, collaborate with MIT Sloan Admissions to generate information for MIT Sloan on the Road presentations and AdMIT weekend
2. Monitor and update data related to the Analytics Certificate and the MBAn program
3. Maintain and update the mailing list, curriculum, website and other program documents
4. Act as a resource to students, e.g. by answering students’ inquiries regarding the MBAn program, Analytics certificate or routing them appropriately
5. Write minutes for Business Analytics program meetings



Events & Meeting Planning and Execution (30%)

1. Coordinate with other departments such as the MBAn Program, Operations Research Center, Career Development Office, and Student Life Offices on high-profile events (panels, speakers, trainings, Graduation Ceremony, etc.) by assisting with planning, logistics (e.g. Contacting vendors, site rental, catering, volunteer outreach), event management, reimbursements, etc. This includes preparation of invitations, menu, name tags, and presentation needs.
2. Help to schedule meetings and book meeting rooms
3. Schedules complex appointments, meetings, and travel arrangements. Prepares complex itineraries for multiple constituents.
4. Might accompany and help to coordinate events such as onsite days
5. Help with organizing catering and providing food for the MBAn program and Certificate event.
6. Follow-up after events and meetings to make sure invoices are paid and supplies collected

Other duties as needed or required

Supervision Received:

Supervision is provided by the Assistant Director of the Business Analytics Program. The position requires ability to perform with minimal direct supervision and proactive attitude.

Supervision Exercised:

- No direct reports. May monitor and coordinate the work of students and temporary staff.
- May resolve issues or problems with guidance from senior staff or supervisor.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- High School diploma or equivalent required.
- Minimum 3 years of administrative, office or related experience

PREFERRED:

- Bachelor's degree preferred.
- 3-5 yrs of administrative, office, or related experience
- Strong organizational and administrative skills.
- Attention to detail with the ability to own and follow through on tasks.
- Demonstrated ability to meet multiple tight deadlines and prioritize work appropriately.
- A proactive approach to projects, problem solving, communication, and planning.
- Excellent interpersonal and written communication skills.
- Excellent grammar and proofreading ability.
- Ability to effectively collaborate and interface with multiple constituencies including faculty, students, industry leaders, donors, media, students, faculty and other MIT offices.
- Efficient in calendaring (Outlook)/ Microsoft Suite/ Adobe and handling multiple projects at the same time; comfortable with taking responsibilities and used to follow up on projects/initiatives.
- Demonstrated discretion and judgment in working with confidential information.
- Availability to work outside normal business hours, staffing evening and occasional weekend events
- Familiarity with MIT Sloan and MIT policies and procedures highly desirable

Competencies:

Contribute; Collaborate, Engage

** 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.