

## MIT Job Description

<b>Job Title: Administrative Assistant II</b>	<b>Position Title: Administrative Assistant II</b>
<b>Reports to: Director of Finance, Administration &amp; Strategic Initiatives</b>	<b>% Effort or Wkly Hrs: 40</b>
<b>Department: Office of Executive Education</b>	<b>Grade 5</b>

### **Position Overview:**

The Administrative Assistant, primarily (~60%) to a group of 4-5 Program Directors in the Office of Executive Education, providing complex and varied support. Will also coordinate with the Director of Finance, Administration & Strategic Initiatives to provide general administrative support within the office (~40%). Role eligible for hybrid work schedule that aligns with Executive Education practices.

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

The Administrative Assistant will be responsible for scheduling program related meetings and serving as liaison for the Program Directors with varied constituents for a select list of calendar management issues; organizing materials for these meetings with faculty, and client meetings with senior executives. Additional scheduling responsibilities will include working with Program Directors to schedule faculty for specified executive education programs.

Additionally, the Administrative Assistant will provide support to the Program Directors in all aspects of the business, including: business development- researching companies and possible custom business leads, formatting proposals to potential clients; program support- assembling, producing and organizing any program meeting materials, data entry for CRM records, uploading changes to program materials as specified by Program Directors; strategic business projects- support Capability Leaders with specific projects as assigned and related to larger ongoing senior leadership team projects; and general support- submitting expense reimbursements and travel expense reports for Program Directors. Will research and resolve problems, referring as necessary, but owning the issues through completion; and manage own work processes, often collaborating with multiple sources to meet internal and external requirements and deadlines. S/he will work effectively as a team member in a dynamic environment to support the needs of the Program Director team. May assist other internal staff and perform other duties as assigned.

### **Supervision Received:**

This role will report to the Director of Finance, Administration & Strategic Initiatives. Supervision will be general. Employee determines appropriate work methods, plans, schedules, and prioritizes work based on goals and objectives to be achieved, within the standards of work unit. Consults with manager to resolve unusual problems, provide general direction and project management.

### **Supervision Exercised:**

This position will not have any supervisory responsibilities.

### **Qualifications & Skills:**

#### Required:

- High school diploma or equivalent
- Minimum of three years of administrative, office or related experience
- Requires excellent attention to detail and ability to manage and track multiple priorities.
- Requires strong oral and written communication skills, service orientation and collaborative work style.
- Must be professional, discreet, manage confidentiality and comfortable interacting with diverse groups of colleagues.
- Requires excellent organizational, interpersonal and communication skills in person, by phone and via email, as well as the ability to prioritize, multi-task, work to quick deadlines, proactively determine needed actions, and adapt to rapidly changing priorities.
- Requires ability to work independently, as well as closely with Senior Associate Dean, Director of Finance, Administration and Strategic Initiatives and other members of the team.

- Should be able to adapt to change and take on new projects.
- Strong skills in working with the MS Office Suite of software programs required.
- Demonstrated ability to use and strong ability to proactively learn and adapt to new software and systems, including online collaboration and customer relationship management tools.

Preferred:

- College degree or equivalent experience
- Business experience in a fast-paced office environment preferred; preferably including knowledge of MIT.
- MIT experience preferred.
- Occasional overtime may be required.

**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.