

### MIT Job Description

<b>Job Title:</b> Administrative Assistant Level 3	<b>Position Title:</b> Senior Administrative Assistant, MIT Leadership Center
<b>Reports to:</b> Faculty Director, MIT Leadership	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> MIT Leadership Center, MIT Sloan	████████████████████
<b>Date:</b> February 6, 2024	Grade 6, non-exempt

**Faculty/Faculty Director (Nelson) Support = 50%**

**MIT Leadership Center Associated Faculty ██████████ Support = 40%**

**MIT Leadership Center Support = 10%**

**Position Overview:**

Under supervision from the Faculty/Faculty Director and Associate Director at the MIT Leadership Center, the Senior Administrative Assistant provides high-level support for a Sloan faculty member, who also serves as Faculty Director for a Sloan academic center (MIT Leadership Center), two additional senior lecturers who hold positions associated with the MIT Leadership Center, and general support for the MIT Leadership Center. The Senior Administrative assistant must be able to synthesize and communicate clearly and evaluate tasks with an eye toward efficiency for all parties. Will anticipate and initiate actions regarding office operations which require in-depth knowledge of the Institute and other departments. Requires interpretation and resolution of highly varied situations and problems. This individual will function as a high-level individual contributor and coordinator of multiple projects. They collaborate effectively with peers across Sloan and the Institute. They exhibit professionalism by providing outstanding customer service with internal and external constituencies; and manage confidential issues using discretion and sound judgment.

This role is eligible for a flexible hybrid work model, which aligns with area guidelines.

**Principal Duties and Responsibilities (Essential Functions\*\*) Sloan Faculty/Faculty**

**Director Support (50%)**

Scheduling/Meeting Planning & Management

- Maintain complex calendars: schedule diverse and complex appointments and meetings as necessary. This requires collaboration with faculty, students, corporate executives, and other Assistants.
- Handles teaching related scheduling (including week-long programs, Executive Education commitments and semester courses).
- Oversees space reservations and logistics related to meetings, including, when required, ordering and managing catering, ordering and managing delivery of AV equipment, preparation of invitations, nametags, and presentation materials (PowerPoint, etc.).
- Coordinate travel arrangements as requested.

Course Support

- Coordinates the planning and delivery of teaching materials (including slides, readings, syllabus, etc.) in collaboration with relevant program staff, TAs, etc.
- Serve as Primary Course Administrator for all relevant courses.
  - Administrative management of the TA recruiting process, course reader preparation, and submission, designs/edits PowerPoint presentations, in-depth knowledge of Sloan’s current learning module system (currently Stellar, Study.net, and Canvas).

Financial Management

- Handles research project budgets and reconciles accounts related to the Faculty Director; ensuring timely reconciliation of all financial accounts, vendor payments, reimbursements, etc.
- Performs financial projections for accounts. Reviews expenditures for availability of funds within the budget, for accuracy, and for compliance with MIT/Sloan policies and procedures.
- Purchasing: coordinate purchases on behalf of the faculty and according to Sloan and the Institute’s policies and procedures, including computers, equipment, memberships, subscriptions, books, supplies, etc.
- Financial Reimbursements: complete and process requests for reimbursements and travel on behalf

of the faculty according to Sloan and the Institute's policies and procedures.

#### General Support

- Manages DropBox, OneDrive and/or SharePoint folders to allow for ease of collaboration for Faculty/Faculty Director.
- Maintains awareness of faculty/faculty director's projects and activities. As needed, attends key meetings and helps prepare meeting agenda, drafts and distributes (pending approval) minutes from meetings, as needed.
- Vets, reviews, and monitors information flow to and from the Faculty/Faculty Director in an effort to streamline communication; reads, research, and routes correspondence and inquiries with an eye to conserving Faculty/Faculty Director's time.
- Compose and edit internal and external correspondence and documents (i.e., letters of recommendation, peer reviews, fund proposal requests).
- Manages confidential issues (e.g., payroll or salary information, promotion and tenure) using discretion and judgment.
- Attend high-level meetings: record, interpret, draft, and distribute (pending approval) minutes from said meetings as required.
- Collaborate with other MIT offices, programs, and centers in support of Faculty/Faculty Director and the MIT Leadership Center.
- Serve as liaison between faculty and other groups internal and external to MIT.
- Research support: maintain COUHES records and up-to-date profiles for research projects, including staff records and renewal processing.

#### **MIT Leadership Center Associated Faculty Support (two senior lecturers) = 40%**

##### Faculty Support

- Serve as Primary Course Administrator for all relevant courses.
  - Administrative management of the TA recruiting process, course reader preparation, and submission, designs/edits PowerPoint presentations, in-depth knowledge of Sloan's current learning module system (currently Stellar, Study.net, and Canvas).
- Serve as key point of contact between MIT Leadership Center and its affiliated faculty, especially as it relates to integrated program components, such as executive coaching.
- As necessary, collaborates with other Sloan programs to support faculty teaching for those programs.
- Maintains complex calendars; as necessary, may include collaboration with other administrative assistants.
- Scheduling; schedules diverse and complex appointments, along with special events as needed (such as the ID Lab opening forum).
- Serves as liaison between faculty and other groups internal/external to MIT.

##### Financial Management

- Financial approver; approves requests for reimbursements, and purchase card transactions for all faculty, other academic staff, and academic area staff; requires excellent knowledge of MIT policies and procedures and strong attention to detail
- Reconciles faculty accounts.
- Purchasing; completes all purchases on behalf of the faculty and according to Sloan and the Institutes policies and procedures, including computers, equipment, memberships, subscriptions, books, supplies, etc.)
- Financial Reimbursements; completes all requests for reimbursements on behalf of the faculty according to Sloan and the Institutes policies and procedures.

#### **MIT Leadership Center Support = 10%**

##### Office Support

- Maintains paper and electronic filing systems, as well as other normal office processes including maintaining minutes from meetings, initiating changes and updates to manuals and procedures for own area.
- As a member of the staff in the MIT Leadership Center, independently and in cooperation with other team members, provides outstanding internal and external customer service. May help determine area operational procedures and processes that impact all staff in the MIT Leadership Center. May interview and train temporary employees as needed.
- Perform other related duties as required, including work performed at lower levels, when necessary.

##### Financial Management

- Help to manage and track communication with Advisory Board members, as well as any gifts given to the MIT Leadership Center.
- Assist with purchasing and tracking food and other materials for team meetings or events.
- Collaborate with Center and degree program team members to accurately track executive coaching connected to all MIT Leadership Center courses.

**Supervision Received:** Faculty Director MIT Leadership Center Other Leadership faculty and Associate Director, MIT Leadership Center provide guidance with overlapping work.

**Supervision Exercised:**

No direct reports. Trains and coordinates work of lower-level, office support staff, student employees, and/or temporary staff.

**Required Qualifications & Skills**

- High school diploma or equivalent.
- Minimum of five years' administration, office or related experience.
- Must be committed to working in a team of highly motivated professionals who play an important role in implementing the School's initiatives and to supporting the School's priorities.
- Must be service oriented, and comfortable working in a fast-paced environment. Confident; with outstanding interpersonal and organizational skills, including a strong detail orientation; resourcefulness; ability to manage a high volume of work.
- Requires the ability to be self-motivated, to prioritize and manage multiple projects simultaneously, and to work both independently and as a team member with minimal supervision.
- Outstanding organizational, and interpersonal skills required.
- Excellent verbal and written communication skills, including a strong, poised telephone presence.
- Requires proficiency with PC standard applications including Microsoft Suite and PowerPoint; SAP, Concur, Canvas, and ECAT are highly desirable.
- Must be versatile, flexible, and tactful, and possess a high level of discretion to manage sensitive and confidential matters.
- Must be comfortable interacting with high-visibility executives, highly motivated students, and leaders of other MIT offices.
- Occasional evening and weekend work is required.

**Preferred Qualifications & Skills**

- Bachelor's degree preferred.
- MIT or other university experience preferred.
- Experience supporting senior administration desired.
- Familiarity with MIT financial processes preferred.

Seeking a creative self-starter who is able to work effectively both individually and as part of cross-disciplinary teams that include staff from other departments, faculty, vendors, and students.

**Competencies:** Collaborate; Contribute; Engage

1. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school.
2. **Contributes** with ability to multitask and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.
3. **Contributes by managing** ambiguity, and anticipates needs, adapts quickly to complete tasks, and solve challenges that develop while being comfortable and confident working in a fast-paced and changing environment
4. **Contribution is self-directed and proactive** while advancing work and achieving results **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school.
5. **Collaboration** with others while respectfully advancing organizational goals and achieving desired outcomes.
6. **Engage by acting with caring and a sense of community** while demonstrating genuine respect towards every person

*\*\* 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.*