

MIT Job Description

Job Title: Administrative Assistant II	Position Title: Administrative Assistant II, Office of Communications
Reports to: Executive Director, MIT Sloan Office of Communications	% Effort or Wkly Hrs: 100%
Department: MIT Sloan Office of Communications	

Position Overview:

Under minimal supervision, the Administrative Assistant II provides proactive support to the executive director and the Office of Communications (OC) and performs complex and diverse administrative duties in support of the OC team. The person in this role helps build and sustain the positive, dynamic culture of the office by anticipating office needs and initiating tasks and projects to support the executive director, OC team, and school. Drawing on understanding of the office's function and school mission, this person addresses and resolves varied situations and challenges and functions as a high-level individual contributor to multiple projects. The Administrative Assistant II is committed to the success of the Office of Communications and its mission to build awareness and understanding of MIT Sloan with current and future global business leaders.

The person in this role has access to significant flexibility and would be expected to work on site in the office two to three days per week, working remotely if preferred the remaining days.

Principal Duties and Responsibilities (Essential Functions):**

(25%) Proactively manages the Executive Director's calendar

- Manages all scheduling for Executive Director, maintaining regular slate of 1:1 meetings with all direct reports and key colleagues around the Institute, including deans, executive directors, and senior leadership team members
- Proactively adjusts meetings and calendar in collaboration with Executive Director to accommodate shifting priorities, needs, and availability
- Provides accurate and detailed information for all meetings, with hybrid, virtual, and in-person options accounted for
- Coordinates large meetings involving multiple complex schedules
- Proactively and professionally communicates about schedule changes to all involved parties
- Supports scheduling for direct reports and OC team for major meetings or events as needed

(20%) Oversees and supports day-to day operations of the office

- Maintains regular stock of office supplies and equipment, proactively tracking supply levels, avoiding gaps in supplies, keeping supplies easily accessible and organized, and creatively identifying new supply options or needs
- Assists in onboarding of new hires, including ordering computer and building badge and setting up phone
- Assists in exiting of departing staff, including repurposing of workspace and managing returns of IDs and equipment
- Greets and directs visitors
- Arranges building access for visitors
- Distributes office mail at least once per week

(25%) Supports office financial processes in collaboration with Associate Director, Budget and Planning

- Processes expenses and invoices in an ongoing, consistent, timely manner
- Learns all needed financial processes and regularly participates in financial training to stay up to date on changes and new technology
- Opens purchase orders and provides clear, timely status updates to budget leads
- Runs monthly budget reports
- Keeps detailed notes on financial transactions
- Monitors all financial transactions and spending for errors or inconsistencies
- Carefully and efficiently processes receipts and retains required documentation
- Assists with year-end close and accrual process
- Follows up consistently and proactively on financial transactions, questions, and needs

(15%) Manages space reservations and logistics related to meetings

- Orders and manages catering for meetings as needed
- Ensures access to and proper functioning of AV/technology equipment for all meetings
- Prepares meeting materials, including creating presentations in collaboration with Executive Director using branded PowerPoint template

(15%) Supports Executive Director in planning and execution of office events

- Secures space for all-staff meetings, retreats, celebrations, and team-building events
- Generates ideas for and researches team-building and culture-strengthening gatherings
- Orders and manages catering for office events
- Ensures access to and proper functioning of any needed AV equipment for events
- Sources other needed materials such as décor or gifts for office celebrations

Other duties as assigned or required

Supervision Received:

This position is supervised by the Executive Director, Office of Communications.

Supervision Exercised: None at this time.

Qualifications and Skills:

Required:

Education: High school diploma or equivalent

Experience: Minimum 3 years of administrative office-related experience

Skills:

- Outstanding organizational skills and attention to detail.
- Excellent written and verbal communications skills.
- Resourcefulness; ability to solve problems.
- Comfort with budget reporting and financial processing.
- Ability to establish and maintain positive working relationships across the school.
- Ability to listen carefully and synthesize information accurately and concisely.
- Deadline orientation.
- Openness to learning about and managing meeting technology and collaboration tools such as AV equipment, Dropbox, Zoom, Slack, etc.
- Engagement in and curiosity about the work of the office and the school.

- Commitment to an engaged, energetic, and inclusive office culture.

Preferred:

- Experience with Microsoft Outlook calendaring.
- Familiarity with Microsoft Office Suite: Word, PowerPoint, and Excel.
- Facility with meeting technology such as Zoom.

Competencies:

- Contribute:
 - Demonstrates desire and drive for learning
 - Is self-directed and proactive
 - Manages ambiguity and navigates change
- Collaborate:
 - Collaborates with others
 - Communicates openly and effectively
- Engage:
 - Acts with caring and a sense of community

*** 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.*