

MIT Job Description

Job Title: Administrative Assistant 3	Position Title: Senior Admin. Asst. William F. Pounds Professor of Management/Co-Director of the Operations Research Center (ORC)
Reports to: William F. Pounds Professor of Management/ORC Co-Director	% Effort or Wkly Hrs: 40 Hours
Department: Operations Research Center / Sloan School of Management	Grade 6, support staff

Position Overview:

SENIOR ADMINISTRATIVE ASSISTANT, Sloan School of Management - Operations Research Center, to perform and manage highly complex and diverse duties in support of the William F. Pounds Professor of Management/Co-Director of the Operations Research Center at the MIT Sloan School of Management. Will work very closely with this faculty member and affiliated departments to facilitate multiple projects she is involved in including those particular to her roles in the ORC (<https://orc.mit.edu/>), MSA, and College of Computing. Provides advanced administrative support for the William F. Pounds Professor of Management/(ORC) Co-Director including, but not limited to managing finances, providing support for correspondence with partners / stakeholders, travel, calendaring, reimbursements, purchases, publications, events, research and courses; as well as website maintenance and related marketing materials.

This is a hybrid position. The employee will be required to work at MIT (3 days per week) and remotely (2 days per week).

Principal Duties and Responsibilities (Essential Functions):**

Administrative support: (80%)

- Provide advanced administrative support for William F. Pounds Professor of Management/Co-Director of ORC; including but not limited to managing William F. Pounds Professor of Management/Co-Director's calendar and scheduling meetings with multiple parties including a diverse set of stakeholders inside and outside of MIT; booking travel, preparing trip materials and processing travel reimbursements; maintenance, projections, and monthly reconciliation of fund accounts; making purchase, processing invoices, requisitions, and journal vouchers.
- Provide advanced administrative support for (EMBA, MBAn) and other Operations Research related courses as needed at the direction of the William F. Pounds Professor of Management/Co-Director. Including management of student registration, marketing, and logistics of the courses being taught by this faculty member. Coordinating financial matters relating to courses and its events; budgeting, setting priorities and creating timeline and interfacing with other MIT offices as needed.
- Provide administrative support in the hiring of Teaching Assistance / Research Assistance, visiting students and visiting researchers.
- Maintain relationships within the Sloan/MIT community by working with relevant MIT Sloan offices, and external groups if needed, to manage the William F. Pounds Professor of Management/Co-Director's finances, accounting, communications, media relations, marketing, donor relations, and sponsored research administration.
- Provide administrative support for research and project development efforts. Assist in creating presentations, drafting/editing and proofreading of related outputs. This may include tracking and organizing background research documents, potential sponsors, projects, and research outputs.

Website, database and social media: (10%)

- Maintain and update the William F. Pounds Professor of Management/Co-Director's website with materials on events, activities, research reports and other relevant materials for a diverse audience of students, research partners, sponsors and the public. Write content as needed and work with William F. Pounds Professor of Management/Co-Director to identify new content. Help brand, establish, and maintain social media presence for ORC as directed by the William F. Pounds Professor of Management/Co-Director.

Event Management support: (10%)

- Assist in planning and coordinating medium to large conferences, workshops, and research seminars at the direction of the William F. Pounds Professor of Management/Co-Director. Includes speaker recruitment, preparation of agenda, food and other logistics, advertising, creating and distributing event listings across multiple media, tracking attendance and managing recording and dissemination of output.

Other duties as assigned or required.

Supervision Received:

Supervision is provided by the William F. Pounds Professor of Management/Co-Director of the Operations Research Center; with administrative-focused support (including but not limited to timesheet approval, ASR guidance) provided by the ORC Academic Coordinator. Supervision of special projects/events may be delegated by the William F. Pounds Professor of Management/Co-director to the Academic Coordinator if/when appropriate; 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.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- 5+ years' relevant administrative 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.
- Demonstrated discretion and judgment in working with confidential information.

PREFERRED EDUCATION AND EXPERIENCE:

- Efficient in Microsoft Office, Adobe products, and LaTeX would be a plus.
- Financial background helpful
- Familiarity with MIT helpful

MIT Sloan Competencies:

- Ability to multitask and manage competing priorities while maintaining high standards of accuracy and quality.
- A team player. Ability to collaborate with others while respectfully advancing organizational goals and achieving desired outcomes.
- Self-directed and proactive in advancing work to meet deadlines and accomplish tasks.
- Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges which may occur.
- Requires a thorough understanding of own work and how it impacts operations across MIT/Sloan, ORC, and outside work units.

*** 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.*