

## MIT Position Description

<b>Job Title: Administrative Assistant 2</b>	<b>Position Title: Administrative Assistant II, PhD Program</b>
<b>Reports to: Director, PhD Program</b>	<b>% Effort or Wkly Hrs: FT, 40 hours/week</b>
<b>Department: MIT Sloan School of Management</b>	Grade 5

### Position Overview

**Administrative Assistant II, MIT Sloan School of Management** - performs diverse and complex administrative and student service duties in support of the PhD Program in Management and the PhD Program Director under minimal supervision. Works closely with the Director and Assistant Director to facilitate multiple projects and initiatives. Provides high-level organizational and administrative support and maintains the PhD Program office's standard of excellent customer service. Updates and maintains student records and databases, and provides recommendations for improved office efficiency. Conducts financial duties including purchasing, vendor agreements, payments, and Financial Review and Control (FRC), ensuring adherence to Institute policies. Plans, organizes, and executes various programs and events, overseeing internal and external customer and vendor relationships and monitoring budget and expenses. Selects and designs promotional materials created to brand the PhD Program. Monitors and updates PhD Program social media as well as the internal PhD Program student portal, and shares School and Institute information via the student newsletter. Oversees the dissemination of dissertation defense information to coincide with MIT's triannual degree lists.

This person in this role has the opportunity for a hybrid work schedule that aligns with Program needs.

**Principal Duties and Responsibilities (Essential Functions\*\*):** (include percentages to equal 100%)

#### ***General and Administrative – 35%***

- Serves as comprehensive support for the PhD Program, anticipating and initiating actions regarding office operations with knowledge of the workings of other departments
- Oversees daily office operations including maintaining an inventory of supplies and equipment
- Authorizes purchases within certain limits, helping maintain team's budget and ensuring compliance with the latest MIT regulations
- Confirms monthly expenditures, matching them with corresponding documentation via the Financial Review and Control (FRC) and flagging discrepancies
- Tracks and maintains student data using a variety of tools including Quickbase, Excel, and MIT and Sloan Technology Services (STS) systems
- Liaises with MIT Sloan's three academic areas to coordinate student office moves including key distribution and office check-outs
- Collaborates with other offices, programs, and centers in support of PhD Program activities
- Builds relationships with and represents the PhD Program across a wide range of contacts, including MIT Sloan students, faculty, and staff; departments across the Institute; outside vendors and organizations
- Assists in using data to contribute to PhD Program reporting

#### ***Communications - 35%***

- Composes, edits, proofreads, and tests emails, materials, and presentations
- Drafts event communications including invitations and reminders
- Writes and disseminates admissions messaging to prospective applicants at various stages of the application process, designing a schedule by which certain emails are released at certain times
- Compiles announcements of graduate student information and events into a weekly student newsletter
- Creates and distributes dissertation defense information for triannual Institute degree lists

- Updates and maintains PhD Program website using content management system, and monitors PhD Program's external-facing social media and internal-facing MySloan sites
- Responds to a variety of inquiries ranging from standard to complex

#### **Events - 30%**

- Plans and organizes meetings and events, including recurring student events such as orientation, the investiture of doctoral hoods, the Doctoral Research Forum, workshops, gatherings, and diversity initiatives (e.g., IDDEAS, Rising Scholars)
- Coordinates meeting logistics including invitations (via Campus Groups) and responses, room and equipment reservations, food and supply ordering, and other tasks
- Organizes the IDDEAS immersion program, including recruiting applicants, answering applicant and attendee questions, facilitating attendee transportation and housing, planning event schedules, and educating faculty and student speakers about their participation

Other duties as assigned or required.

**Supervision Received** Supervision is provided by the Director of the PhD Program; position requires ability to perform under minimal supervision. Will also work closely with the Assistant Director of the PhD Program on a myriad of projects.

**Supervision Exercised** No direct reports.

#### **Qualifications & Skills**

##### Required

- High school diploma or equivalent
- A minimum of three years administrative support, office, or related experience
- Strong interpersonal skills and ease in communicating with a global population via email, phone, and in-person
- Strong organizational and time-management skills, including an ability to handle multiple tasks simultaneously
- Ability to independently resolve complex problems in a thorough and timely manner, prioritizing tasks and following through on work
- Exceptional attention to detail
- High level of discretion in dealing with confidential issues and information
- Flexibility and adaptability to address the unexpected in a professional manner
- Proficiency in Microsoft Word, Excel, and PowerPoint, and a willingness to learn new programs/software as needed
- Openness to a variety of work, new challenges, and the continual expansion of role
- Excellent interpersonal, organizational, writing, editing, and proofreading skills
- Ability to work independently and as part of a team and interact with a diverse group of faculty, alumni, students, and staff
- May include occasional travel or evening hours for admissions recruiting events

##### Preferred

- Prior MIT work experience
- Bachelor's degree or equivalent
- Experience with event planning ranging from small to complex events, and with social media

#### **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.