



**MIT Position Description**

<b>Job Title:</b> Administrative Assistant II	<b>Position Title:</b> Administrative Assistant, Office of CIO
<b>Reports to:</b> STS Financial and Operations Coordinator	<b>% Effort or Wkly Hrs:</b> 40hours

**Position Overview:**

This position will provide administrative support to the Office of the CIO in Sloan Technology Services (STS), with a focus on supporting the CIO’s activities, including calendar management. The incumbent will proactively manage regular and ad-hoc meetings, both internal and externally facing, and will be responsible for creating and updating complex documents to support those meetings, as well as general documents relating to STS strategy and policy. The position requires strong written and visual communications skills. He or she will also provide support for general management of the STS Offices. A successful incumbent will be able to balance independent action and close collaboration, pay great attention to detail, and be able to manage processes over the long term. The position will report to the STS Financial and Operations Coordinator.

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

- Provide administrative support to the CIO and STS Leadership Team (75%)
  - In response to requests from the CIO and other STS leaders, create documents and presentation materials. Must be able to independently draft materials by reviewing existing material, interviewing stakeholders, and other outside research. Able to create graphics and charts that enhance documents and presentations. Independently checks for accuracy of content by referencing a variety of sources. Excellent proofing skills.
  - Drafts work area materials such as briefings, newsletters, and other documents. May use desktop publishing software to produce work.
  - Manage CIO’s calendar
  - Supports important meetings, both recurring and ad-hoc, including scheduling, agenda development, taking notes, and recording to-dos as required.
  - Independently replies to correspondence when appropriate.
  - May update STS MySloan content.
  
- Provide support to the STS Financial and Operations Coordinator (25%)
  - Assists the STS Financial and Operations Coordinator in processing standard financial transactions such as travel reports, requests for reimbursements, and purchase card transactions for the department as a whole; requires excellent knowledge of MIT policies and procedures and strong attention to detail
  - Will help ensure vacation schedules, contact lists, and shared documents are accurate.
  - Help coordinate and run department events and staff meetings.
  - Manage the inventory of office supplies and manage the kitchenette.
  - Act as a backup card access administrator.
  
- Performs Other Duties as Assigned

**Supervision Received:**



Receives supervision from STS Financial and Operations Coordinator. Will also take direction from CIO.

**Supervision Exercised:** No direct reports

**Qualifications & Skills:**

REQUIRED EDUCATION AND EXPERIENCE:

- High School education or equivalent.
- A minimum of three years' administrative, office, or related experience.
- Ability to demonstrate understanding of own work and how it impacts operations across the areas as well as outside own work unit.
- Excellent verbal and written communication skills, including excellent grammar and proofreading ability.
- Demonstrated ability to communicate both verbally and with graphics and charts.
- Ability to independently create draft documents and presentation materials by interviewing key stakeholders.
- Requires ability to anticipate, prioritize, and work on multiple projects simultaneously
- Advanced computer software skills required and ability to identify and learn new programs and software skills as necessary. Proficiency with Microsoft Office, specifically Outlook, Word, Powerpoint and Excel.
- Proficient at finding information on Internet; performs more complex searches.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferred.
- Experience with graphics and desktop publishing software, such as Adobe Photoshop, InDesign or Acrobat.
- Keen attention to detail and accuracy in work.
- Excellent interpersonal and organizational skills and resourcefulness.
- High level of flexibility and adaptability.
- Must be self-motivated, service-oriented, and comfortable working in a fast-paced environment.
- Knowledge of SAP, Concur, and MIT financial processes, policies, and procedures a plus.
- MIT or other university experience and in-depth understanding of work area and MIT policies and procedures.
- Ability to recognize needs of the unit and how it impacts other areas of MIT/Sloan and understand own role relative to all areas.

**MIT Sloan Competencies:**

- Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school
- Ability to multitask and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.
- Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges that develop. Comfortable taking action amidst uncertainty when necessary, sometimes without having all relevant information

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.*