



MIT Position Description

Job Title: Sr Administrative Assistant	Position Title: Sr Administrative Assistant, Office of CIO
Reports to: STS Finance and Operations Manager	% Effort or Wkly Hrs: 40 Hrs
Department: STS	

Position Overview:

This position will provide complex and diverse administrative support to the Office of the CIO in Sloan Technology Services (STS), with a focus on supporting the CIO's ongoing meetings, both internal and external to STS. The incumbent will help set the agenda, track the outcomes of meetings, and coordinate the logistics of the meetings. This will also include creating and updating complex documents to support those meetings with minimal direction from the CIO, as well as general documents on a variety of topics, including 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, including helping the Finance and Operations manager handle routine financial transactions. 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.

This position requires three days on campus and offers the flexibility of two days remote.

Principal Duties and Responsibilities (Essential Functions):**

- Administrative Support (75%)
 - Work closely with CIO to manage the success of critical meetings, both recurring and ad-hoc, including departmental meetings, strategy meetings, and important meetings with Sloan and Institute peers. This will include planning the agenda, scheduling, taking notes, coordinating the actual meetings, and recording to-dos and other follow-up items as required. Many of these agendas will need to be tracked over a substantial period of time.
 - 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 as needed. May use desktop publishing software to produce work.
 - Manage CIO's calendar
 - Independently replies to correspondence when appropriate.
 - May update STS MySloan content.

- Financial Processing Support (25%)
 - Assists the STS Financial and Operations Manager in processing 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 updated by staff regularly.
 - 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: Reports to STS Finance and Operations Manager.

Supervision Exercised: No direct reports



Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- High School education or equivalent.
- A minimum of five 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 proficiency with Microsoft Office, specifically Outlook, Word, Powerpoint and Excel.
- Interest in and ability to select and learn new programs and software skills as necessary.
- 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.*