



## MIT Position Description

<b>Job Title: Administrative Assistant 3</b>	<b>Position Title: Senior Administrative Assistant to the Associate Dean for Innovation and Inclusion</b>
<b>Reports to: Associate Dean for Innovation &amp; Inclusion</b>	<b>% Effort or Wkly Hrs: 100</b>
<b>Department: BPS/Dean's Office</b>	<b>Grade: 6</b>

### Position Overview:

SENIOR ADMINISTRATIVE ASSISTANT, Sloan School of Management – to perform and manage highly complex and diverse duties in support of the Associate Dean for Innovation and Inclusion in their capacity as Associate Dean as well as co-director of the MIT Innovation Initiative, faculty director of the Legatum Center, and full professor of entrepreneurship. Collaborate effectively with peers across MIT Sloan, especially the Dean's Office, Academic Areas, Innovation Initiative, and Legatum.

### Principal Duties and Responsibilities:

#### **Administrative Support to the Associate Dean (65%)**

- Schedules diverse and complex appointments and meetings for the Associate Dean, pertaining to the Dean's Office, research groups and projects, the Legatum Center, MIT Innovation Initiative, REAP, and other committees as part of the Associate Dean's portfolio. Actively manages the Associate Dean's calendar and managing the scheduling of competing priorities.
- Oversees logistics related to the Associate Dean's meetings, including space reservation, vendor selection, event material preparation, presentation material preparation (PowerPoint, etc.) catering, A/V requests and support, communication of meetings, invitations, etc.
- Prepares for the Associate Dean an overview of the day's meetings and activities and, including background materials and any other relevant documentation.
- Arranges international and domestic travel frequently, using MIT's online booking tool, Concur, including the preparation and submission of expense vouchers, via Concur. Prepares complex itineraries for all travel, including booking lodging, air/train/automobile travel, and trip books.
- Provides support in resolving complex problems requiring information from multiple sources and with references to a variety of Institute/School policies, procedures, past practices. This may include urgent student situations, or stakeholder concerns about processes.
- Maintains the Associate Dean's MIT Sloan website as well as keeping the Associate Dean's Curriculum Vitae up-to-date with the Associate Dean's academic activities.

#### **Course and Student Administration for the Associate Dean (5%):**



- Coordinates the Associate Dean's courses, ensuring (with/without TAs) that all materials/documentation are prepared and access to course websites like Canvas, Zoom, and Websis are ready prior to course launch.
- Coordinates the planning and delivery of course and teaching materials (including course website, slides, readings, syllabus, etc.) in collaboration with relevant program staff, TAs, etc.

**Financial Management for the Associate Dean: (20%)**

- Fulfills procurement requests from the Associate Dean, for materials, goods, and services required for the Associate Dean's teaching and research activities, using MIT and MIT Sloan approved vendors, policies and procedures.
- Reconciles all discretionary accounts related to the Associate Dean; ensuring timely reconciliation of all financial accounts, vendor payments, reimbursements, travel reimbursement, etc. Reviews expenditures for availability of funds within the budget, for accuracy, and for compliance with MIT/Sloan policies and procedures.
- Collaborates with MIT Sloan Finance and Administration in the disbursement of the Associate Dean's Research fund, ensuring that any expenditure on those accounts complies with MIT and MIT Sloan, and any relevant regulations for that funding.

**General Collaborative Support for the Associate Dean (10%)**

- Availability permitting, supports special events and other high profile activities relating to the MIT Sloan Dean's Office.
- Availability permitting, engage with the Associate Dean's home academic group on events and activities involving the Associate Dean.

**Other duties as assigned or required.**

**Supervision Received:**

Primary supervision provided by the Associate Dean in collaboration with Academic Area staff leadership and consultation with the Dean's Office. The position requires ability to perform with minimal direct supervision and proactive attitude.

**Supervision Exercised:**

No direct reports. May approve time sheets for Research Assistants, UROPS and other student employees or temporary employees working with the Associate Dean.

**Qualifications & Skills:**

**Required:**

- High School education or equivalent.
- Minimum 5 years of administrative, office, or related experience or the equivalent.



Preferred:

- Bachelor's degree preferred.
- 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.
- Efficient in calendaring (Outlook)/ Microsoft Suite/ Adobe and handling multiple projects at the same time; comfortable with taking responsibilities and used to follow up on projects/initiatives.
- Demonstrated discretion and judgment in working with confidential information.
- Familiarity with MIT Sloan and MIT policies and procedures highly desirable

Competencies:

Contribute; Collaborate, Engage

*\*\* 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.*