



MIT Position Description

Job Title: Administrative Assistant 3	Position Title: Senior Administrative Assistant to the Associate Dean of Analytics
Reports to: Sr. Associate Directors, Academic Areas	% Effort or Wkly Hrs: 100
Department: Management Science Area	

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 Analytics in their capacity as Associate Dean as well as a full professor in the Operations Research and Statistics Group of the Management Science Area. Collaborate effectively with peers across MIT Sloan, especially the Dean’s Office, Academic Areas, and Masters of Business Analytics (MBAn) Program.

Principal Duties and Responsibilities:

Administrative Support to the Associate Dean (55%)

- Schedules diverse and complex appointments and meetings for the Associate Dean, pertaining to the Dean’s Office, research groups and projects, advising sessions with PhD students under the Associate Dean’s research supervision, the Operations Research and Statistics Group, the MBAn office, 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 as required, 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.
- Provides support to student activities (from Master to PhD students – up to roughly 30 students), including space reservation, domestic and international travel reimbursement, assistance in resolving scheduling conflicts, managing purchases through interactions with other MIT Sloan departments, such as MIT Sloan Technology Services, MIT Sloan Finance and Administration and MIT Office of the Vice President for Finance.
- Provides support to creation and management of UROP position, in collaboration with MIT Undergraduates Department, Sloan Student Funding and MIT UROP Office, including approving time sheets.
- Provides support to creation and management of Research Assistant positions, in collaboration with the Coordinator of the Faculty & Research Services, including resolving conflicts, managing reimbursement and logistic issues.
- Provides support in hiring faculty members following direct inputs of the Associate Dean of Business Analytics; manages and oversees logistic of visiting scholars and visiting students, through interactions with the Department of Faculty Affairs, the Department of Human Resources; the International Scholars Office (ISchO), the Atlas Center. Provide supports to visiting scholars and visiting students at MIT, including campus tour, space reservation, catering, logistic support.
- Conducts onboarding, training, and supervision of temps and new hires for the Associate Dean of Business Analytics, including approving timesheet and managing the day-to-day activities.
- Deals with confidential issues (e.g., payroll or salary information, promotion and tenure process) using discretion and judgment.
- Attends high-level meetings; records, interprets, drafts, and distributes (pending approval) minutes from the meetings.



- Composes and edits internal and external correspondence and documents on behalf of the faculty; requires excellent written grammatical skills (i.e., letters of recommendation, peer reviews, fund proposal requests).
- Manage short and long term projects that enhance the delivery of service to the Associate Dean.

Financial Management for the Associate Dean: (25%)

- 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.
- Provides transactional support to the Associate Dean's PhD advisees in terms of travel and reimbursement of expenditures necessary for the conducting of the Associate Dean's research agenda.
- 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.
- Under the guidance of MIT Sloan Finance and Administration, supports in planning the allocation of the Associate Dean's Research fund to support PhD and Master Students along the Academic Year, including co-consulting on budgeting; coordinates plan and projects updates, in collaboration with several entities within MIT Sloan; and manages resolution of budgeting conflicts.

Course and Student Administration for the Associate Dean (10%)

- Coordinates the Associate Dean's Teaching Assistants (TAs) and Research Assistants (RAs) ensuring those students have completed all necessary documentation to ensure funding and access to Course websites like Canvas, Zoom, and Websis prior to each semester.
- 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.
- Coordinates with TAs on expectations for course management and delivery.
- Coordinates the scheduling of advising meetings with the Associate Deans TAs and Research Assistants. Assist with logistic such as space reservation, material preparation, A/V requests and support.

General Collaborative Support for the Associate Dean (10%)

- Supports special events and other high profile activities relating to the MIT Sloan Dean's Office, and the Associate Dean's home academic group (Management Science Area's Operations Research and Statistics Group).
- Engage with the Associate Dean's home academic group (Management Science Area's Operations Research and Statistics Group), on events and activities involving the Associate Dean.
- Collaborates with other MIT offices, programs, and centers in support of the Associate Dean's activities. Serves as liaison between the Associate Dean and other groups internal/external to MIT.

Supervision Received: Primary supervision provided by the Associate Dean of Business Analytics, in consultation with the Dean's Office and in collaboration with the Associate Dean of Management Science.

The position requires ability to perform with minimal direct supervision and proactive attitude.

Supervision Exercised: Approve time sheets for Research Assistants, UROPS and other student employees or temporary employees working with the Associate Dean. Direct supervision of temps and/or new hire under the Associate Dean of Business Analytics.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- High School education or equivalent.
- Minimum of five years' administrative, office, or related experience.
- Strong organizational and administrative skills.



- Attention to detail with the ability to own and follow through on tasks.
- Ability to recognize needs of the unit and how it impacts other areas of MIT/Sloan and understand own role relative to all areas.
- Advanced computer software skills required. Requires thorough understanding of own work and how it impacts operations across the areas as well as outside own work unit.
- Able to identify and learn new programs and software skills as necessary.
- Easily negotiates Internet; performs more complex searches.
- Excellent interpersonal and communication skills in order to represent the work area and the larger MIT community.
- 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.
- Excellent interpersonal and written communication skills.
- Excellent grammar and proofreading ability.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree preferred.
- Demonstrated ability to meet multiple tight deadlines and prioritize work appropriately.
- A proactive approach to projects, problem solving, communication, and planning.
- Ability to effectively collaborate and interface with multiple constituencies including faculty, students, industry leaders, donors, media, students, faculty and other MIT offices.
- Familiarity with MIT Sloan and MIT policies and procedures highly desirable

MIT Sloan Competencies:

- Ability to multitask and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.
- **Collaboration** with others while respectfully advancing organizational goals and achieving desired outcomes.
- Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges that develop.

*** 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.*