



## MIT Position Description

<b>Job Title: Administrative Assistant 3</b>	<b>Position Title: Senior Administrative Assistant</b>
<b>Reports to: Laboratory for Financial Engineering (LFE) Faculty Director and Associate Director</b>	<b>% Effort or Wkly Hrs: 40 hours</b>
<b>Department: Faculty and Research Services (LFE) and Academic Areas (EFA)</b>	[REDACTED]
[REDACTED]	[REDACTED]

### **Position Overview:**

Under minimal supervision, the Senior Administrative Assistant (Sr AA) provides complex, diverse, and high-level support to the Laboratory for Financial Engineering (LFE) and its faculty director at the Sloan School of Management. The Sr AA provides calendar management and advanced administrative support for the faculty director as well as LFE programs, events, and projects. The Sr AA anticipates and initiates actions regarding office operations which require in-depth knowledge of Sloan, the Institute, and other departments. The role requires interpretation and resolution of highly varied situations and problems. The Sr AA will function as a high-level individual contributor or coordinator of multiple projects. May perform other administrative tasks for the academic area support team that includes coverage of faculty during peak periods or when needs arise.

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

#### ESSENTIAL DUTIES – LFE FACULTY DIRECTOR (80%)

- Calendar management – manages daily scheduling, including, but not limited to:
  - Schedules diverse and complex meetings for internal/external constituents, including space reservations and meeting logistics and follow-up, as needed (ordering/managing catering, AV, invitations).
  - Schedules and coordinates logistics for faculty director’s speaking engagements with internal and external organizations.
  - Prepares complex itineraries for multiple constituents, including faculty director, MIT students, and LFE guests and research collaborators.
  - Maintains awareness of all projects in faculty director’s office and facilitates daily schedule.
- Communication
  - Manages information flow to and from the faculty director in an effort to streamline communication.
  - Helps faculty director coordinate with programs and offices across MIT and externally for effective communication and collaboration.



- Reads, researches, and routes correspondence and inquiries with an eye to conserving faculty director's time.
- Composes, edits, and proofreads correspondence and presentation materials on behalf of the faculty director.
- Develops and maintains paper and electronic filing and record-keeping systems related to the faculty director's office and the LFE, as well as other normal office processes including maintaining minutes from meetings and initiating changes and updates to manuals and procedures for own area.
- Responds to inquiries requiring an in-depth understanding of academic area and Institute policies and procedures. Takes ownership of inquiries by providing explanations and instructions, and ensures inquiries are addressed and resolved.
- Course/Teaching Support
  - Prepares lectures/course materials, presentations, cases, etc. (compiling, editing, printing/copying, distributing).
  - Oversees TA application process, as needed.
  - Assists in managing waitlist and course enrollments.
  - Assists in managing Canvas site and grading for courses taught by faculty director.
  - Coordinates logistics with guest speakers, as needed.
  - Manages video recording logistics and editing of course lectures, as needed.
- Travel
  - Arranges domestic and international travel for guests and research collaborators of the faculty director, including air/train/automobile travel; lodging; ground transportation, etc.
  - Prepares complex itineraries for faculty director and ensures appropriate travel arrangements are made.
  - Prepares and submits expense reports.
- Collaboration
  - Works effectively with peers across the Institute to assist the faculty director in interfacing with Institute colleagues and officers and other key partners.
    - Exhibits professionalism in interacting with internal/external constituents.
    - Deals with confidential issues using discretion and sound judgment.
- Other Duties
  - Performs other duties related to the administration of the faculty director's responsibilities and in support of the LFE's research, education, and outreach initiatives as assigned or required, including work performed at a lower level, when necessary.

ADMIN SUPPORT – LABORATORY FOR FINANCIAL ENGINEERING (20%)

- Events and Outreach
  - Plans and coordinates high-profile events such as workshops, seminars, and conferences with timelines that range from weeks to months in advance, typically creating such events from scratch. Requires coordination and input from multiple people/units and can include



finding and contracting a venue, working with caterers, arranging for audio-visual needs, and liaising with speakers and attendees.

- May represent work area at LFE-hosted events.
- Maintains faculty director's personal website and those of the LFE.
- Assists with the LFE's outreach efforts by producing promotional and marketing materials as needed, for example, drafting press releases and preparing/distributing regular newsletters.
- Research Administration
  - Researches and prepares draft documentation for grant proposals.
  - Prepares documentation for new projects involving human subjects for COUHES approval and maintains approvals for current/ongoing projects.
  - Assists in processing new appointments for graduate research assistants, research staff, and undergraduate students in the Undergraduate Research Opportunity Program (UROP); liaises with undergraduate and graduate administrators and HR, as needed
  - Uses desktop publishing programs to assist with formatting research publications for publication submission and review (e.g., LaTeX and Microsoft Word).
- Finance
  - Handles purchasing matters and financial transactions, including vendor selection, processing invoices, contracts, and monthly accounts reconciliation.
  - Prepares, processes, and approves purchasing, accounting, and travel forms.
  - Serves a procurement card verifier for faculty director and associate director.
  - Maintains office supplies and equipment inventory, and coordinates new purchases as necessary.
- Team Support
  - A member of the staff in the LFE, independently and in cooperation with other team members, including the LFE associate director, provides outstanding internal and external customer service.
  - May assist other faculty and support staff in the academic area, including, but not limited to, support during staff absences and providing coverage on the floor.

**Decision Making and Judgment:** Implements MIT and Sloan policies as appropriate. This position makes decisions on issues and priorities for own work area; makes recommendations to solve and resolve highly complex problems. Proposes changes to aid in continuous improvement of office programs, processes, and operations.

**Supervision Received:** Receives minimal supervision from LFE associate director with input from LFE faculty director and director of the Economics, Finance, and Accounting academic area.

**Supervision Exercised:** No direct reports. Trains and coordinates lower-level staff, office support staff, student employees, and/or temporary staff. May lead projects as needed.



**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- High school diploma or equivalent required; bachelor's degree preferred.
- Five years' administrative, executive assistant, or related experience.

*PREFERRED EDUCATION AND EXPERIENCE:*

- Experience researching and resolving highly complex problems and proactively developing tools and strategies to meet goals and deadlines.
- Requires ability to anticipate, prioritize, and work on multiple projects simultaneously.
- Must be able to work independently and as part of a team with minimal supervision.
- Keen attention to detail and accuracy in work.
- Excellent interpersonal and organizational skills and resourcefulness.
- Excellent verbal and written communication skills, including a strong and poised phone presence and excellent grammar and proofreading ability.
- High level of flexibility and adaptability.
- Must be self-motivated, service-oriented, and comfortable working in a fast-paced environment.
- Must be comfortable interacting with high-visibility executives, highly-motivated students, and leaders of other MIT offices.
- Diplomacy, good judgment, and discretion with confidential information.
- Advanced computer software skills required and ability to identify and learn new programs and software skills as necessary. Proficiency with Microsoft Office, WordPress, database management, and desktop publishing software.
- 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.
- Thorough understanding of own work and how it impacts operations across the LFE and academic areas as well as outside own work unit.
- Occasional travel, evening, and weekend work required.

**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.