

Sr AA, CAMS Job Description

Job Title: Administrative Assistant 3	Position Title: Sr AA, CAMS
Reports to: CAMS Executive Director	% Effort or Wkly Hrs: 40
Department: Management Science/ Sloan School of Management	

Position Overview:

Senior Administrative Assistant is expected to perform diverse and complex administrative, financial, personnel, business, and student related tasks and other duties for the Cybersecurity at MIT Sloan-CAMS (formerly Interdisciplinary Consortium for Improving Critical Infrastructure Cybersecurity – (IC)³), reporting to the Directors and the Executive Director. At a minimum, the Sr AA will perform, coordinate or manage these tasks for CAMS:

Principal Duties and Responsibilities:

Administrative: (70%)

Provide advanced administrative support for the Directors of CAMS, including by not limited to ordering supplies, processing purchase orders and invoices, manage/submit/track invoices to consortium members, assisting in keeping track of the Directors' CAMS-related calendars, preparing trip and meeting materials, processing expense reimbursements, processing invoices/requisitions for services from vendors, posting job ads, processing appointment paperwork, and coordinating with financial, AP, HR, MSA and other Institute offices.

Provide general administrative assistance to CAMS community. This includes key administrative liaison duties between CAMS and all levels of consortium staff, faculty, students, members, prospective members, visitors and other organizations for routine queries. Assist in review and approval of hours spent by temporary hires. Provide assistance to vendors to help facilitate the work they are doing for CAMS.

Provide lead administrative support for CAMS events including but not limited to reserving and scheduling MIT facilities and room at local restaurants, liaising with technology services, coordinating food and beverages, coordinating additional support from MSA team, setting up and maintaining registration website, coordinating logistics, coordinating financial matters related to the events, collecting speaker presentations/handouts, creating participant packets and other meeting materials, welcoming participants and record attendance, creating and collecting completed event evaluations, insuring support is available throughout event, and packing up event materials after the event.

Provide advanced administrative support for CAMS related courses, presentations and executive education offerings including management of participant registrations, marketing, logistics, processing financial invoices related to the course(s), working with directors to prepare and implement budget, setting logistics priorities and creating timelines that are coordinated with associated course partners (such as Sloan Exec Ed, IAP, other faculty, IS&T, and other MIT offices).

Organizational & Relationship Mangement: (20%)

Assist Directors in identifying and implementing organizational systems such as a customer relationship management system (e.g. Hubspot), shared file system (e.g. Dropbox), and other systems that streamline and support CAMS operations (such as B2P, SAP, etc). Work with Directors to maintain CAMS consortium membership information. Submit invoices to Ariba at consortium members organizations as necessary and track progress of invoice.

Assist Directors in developing and maintaining relationships with members, sponsors, and other external

entities. Work with other offices at the Institute (such as Dean's office, Office of Sponsored Projects, etc) to schedule meetings and process inquiries. Attend member and research team meetings and take notes as needed for follow up and tracking relationships. Maintain a database of all external contacts, latest communications, and suggested next steps from Directors (currently using Hubspot).

Manage relationships within the Sloan MIT community and relevant Institute offices to manage CAMS finances, accounting, communications, media relations, marketing, donor relations and sponsor research administration as needed.

Communications: (10%)

Assist/provide back up support for CAMS staff on communications for CAMS community.

Communications includes maintaining consortium website, creating regular newsletter, maintaining current contact and email list of community members (CAMS members, students, faculty, staff, affiliates, etc.). Assist with communications with members, prospective members and affiliates as requested by Directors.

Other duties as assigned and required.

Supervision Received:

Supervision is provided by the Executive Director and Co-Director of CAMS. This position requires ability to perform with minimal direct supervision, in remote work and in-person environment.

Supervision Exercised: No direct reports. May monitor and coordinate the work of students and temporary staff.

Qualifications & Skills:

Minimum Required Education and Experience:

- High school diploma or equivalent
- Minimum of 5 year's relevant administrative experience
- Demonstrated familiarity and comfort with financial systems and operational systems
- Strong organizational and administrative skills. Process oriented.
- Attention to details and ability to handle many tasks at the same time, to own and follow through on tasks.
- Demonstrated ability to meet multiple tight deadlines and prioritize work appropriately.
- Proactive, self-starter, problem solver with strong communications and planning skills
- Excellent interpersonal and written communication skills
- Excellent grammar and proofreading ability.
- Comfortable with Microsoft suite of office applications and computer-based work flow in general
- Ability to effectively collaborate and interface with multiple groups including faculty, staff, industry leaders, donors, media, and other MIT offices.

Preferred Education and Experience:

- Bachelor's degree preferred
- Familiarity with MIT helpful
- Knowledge of Hubspot (or other CRM system) and SAP (or other ERP system)
- Motivation to work on cybersecurity related issues preferred
- Interest in research and delivery of innovative ideas, desire to understand content of cybersecurity research
- Preference to be part of a supportive team. Not afraid to seek assistance from colleagues.

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.*