

## MIT Job Description

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| <b>Job Title:</b><br><b>Administrative Assistant 3</b>                                                                                             | <b>Position Title:</b><br><b>Senior Administrative Assistant</b> |
| <b>Reports to: Senior Associate Dean for Undergraduate and Master's Programs and to Executive Director and Chief of Staff (Office of the Dean)</b> | <b>% Effort or Wkly Hrs: 40 hours</b>                            |
| <b>Department: MIT Sloan Office of the Dean</b>                                                                                                    |                                                                  |
| <b>Date: September 12, 2020</b>                                                                                                                    |                                                                  |

### **Position Overview:**

Under minimal supervision, the Senior Administrative Assistant (Sr AA) provides complex, diverse, and high-level support to the Senior Associate Dean for Undergraduate and Master's Programs. The Sr AA anticipates and initiates actions, which require in-depth knowledge of the Institute, the Sloan School, and other departments. The Sr AA provides interpretation of and resolution to highly varied situations and problems, and functions as a high-level individual contributor or coordinator of multiple projects. The Sr AA provides administrative support on the team of administrative assistants in the Office of the Dean including office staffing, event support, and back-up in deans' suite, as required.

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

#### **ESSENTIAL DUTIES – SENIOR ASSOCIATE DEAN (80%)**

- Calendar management – manages daily scheduling, including, but not limited to
  - Schedules meetings for internal/external constituents including space reservations and meeting logistics (ordering/managing catering, AV, invitations, table tents, name tags, presentation materials)
  - Maintains awareness of all projects in Senior Associate Dean's office
- Communication
  - Manages information flow to and from the Senior Associate Dean in an effort to streamline communication
  - Help Senior Associate Dean coordinate across program teams for effective communication and collaboration
  - Reads, researches, and routes correspondence and inquiries with an eye to conserving Senior Associate Dean's time
  - Composes, edits, and proofreads correspondence and presentation materials on behalf of the Senior Associate Dean
  - Develops and maintains paper and electronic filing systems related to the Senior Associate Dean's office, as well as other normal office processes including maintaining minutes from meetings and initiating changes and updates to manuals and procedures for own area
- Course/Teaching Support
  - Prepares lecture/course materials, presentations, cases, etc. (compiling, editing, printing/copying, distributing)
  - Manages Canvas sites and grading for courses taught by Senior Associate Dea

- Travel
  - Makes arrangements for international and domestic travel for the Senior Associate Dean, using MIT's online booking tool (Concur)
    - Air/train/automobile travel
    - Lodging
    - Complex itineraries and trip books
  - Prepares and submits expense vouchers
  - Arranges logistics for guests of the Senior Associate Dean (domestic and international) including air/train/automobile travel; lodging; ground transportation, etc.
- Collaboration
  - Works effectively with peers across the Institute to assist the Senior Associate Dean in interfacing with Institute colleagues and officers, including, but not limited to provosts, deans, and other key partners and peer institutes
    - Exhibits professionalism in interacting with internal/external constituents
    - Deals with confidential issues using discretion and sound judgment
- Events
  - Participates in the management of special events including high-profile meetings with MIT colleagues and peers from other institutes of higher education; finalizing agendas, invitations, tracking attendance, preparing presentations
- Other Duties
  - Performs other duties related to the administration of the Senior Associate Dean's responsibilities as assigned or required, including work performed at lower levels, when necessary

#### ADMIN SUPPORT – OFFICE OF THE DEAN (20%)

- Finance
  - Provides supporting document/receipts to Dean's Executive Assistant for the reconciliation of all procurement card expenditures
  - Submits requests for payment on behalf of Senior Associate Dean, providing supporting documents as required for reporting purposes
  - Collaborates with Dean's Executive Assistant and/or Finance and Administration to resolve account discrepancies
  - Submits requests for supplies to the Dean's Executive Assistant or her designee
- Team Support
  - As a member of the staff in the Office of the Dean, independently and in cooperation with other team members, provides outstanding internal and external customer service
  - May help determine area operational procedures and processes that impact all staff in the Office of the Dean
  - May assist other deans and support staff in the Deans' suite, 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:** Supervision is provided by the Senior Associate Dean for Undergraduate and Master's Programs and by the Executive Director and Chief of Staff.

**Supervision Exercised:** May lead projects as needed.

## **Qualifications & Skills:**

### **REQUIRED:**

- High school diploma or equivalent required; bachelor's degree preferred.
- Minimum of five years' administrative, office, or related experience required.

### **PREFERRED:**

- Experience supporting senior administration desired.
- MIT or other university experience and In-depth understanding of work area and MIT policies and procedures.
- Must be committed to working in a team of highly-motivated professionals who play an important role in implementing the School's initiatives and to support the School's priorities.
- Must be self-motivated, service-oriented, and comfortable working in a fast-paced environment. Confident; with outstanding interpersonal and organizational skills; resourcefulness; ability to manage a high volume of work.
- Excellent verbal and written communication skills, including a strong, poised telephone presence.
- Requires proficiency with PC standard applications including Microsoft Suite and PowerPoint; SAP, Concur, and ECAT, Stellar [Canvas] highly desirable. Familiarity with MIT financial processes preferred.
- Requires attention to detail, organizational skills, excellent communication skills, as well as the ability to prioritize, manage multiple projects simultaneously, and work both independently and as a team member with minimal supervision.
- Must be versatile, flexible, and tactful and possess a high level of confidence and discretion to manage sensitive and confidential matters.
- Must be comfortable interacting with high-visibility executives, highly-motivated students, and leaders of other MIT offices.
- Occasional evening and weekend work may be 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 anticipate needs, adapt quickly to complete tasks, and solve challenges that develop.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.