

## MIT Job Description

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| <b>Job Title:</b> Senior Administrative Assistant   |                                 |
| <b>Reports to:</b> Associate Dean of Leadership and Special Projects<br>Executive Director & Chief of Staff, Office of the Dean | <b>% Effort or Wkly Hrs:</b> 40 |
| <b>Department:</b> MIT Sloan School of Management, Office of the Dean   |                                 |
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### **Position Overview:**

Under minimal supervision, provides complex, diverse, and high-level support to the Associate Dean of Leadership and Special Projects. Anticipates and initiates actions, which require in-depth knowledge of the Institute, the Sloan School, and other departments. Provides interpretation of and resolution to highly varied situations and problems, and functions as a high-level individual contributor or coordinator of multiple projects. Collaborates effectively with peers across the Institute to assist the Associate Dean in interfacing with Institute colleagues and officers, including, but not limited to, provosts, deans, and other key partners and peer institutions. Exhibits professionalism in interacting with internal and external constituencies; deals with confidential issues using discretion and sound judgment.

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

#### **1. Executive Assistant Role: 70%**

##### Scheduling/Meeting Planning & Management

- Proactively manages the Associate Dean’s individual calendar and scheduling for events as it relates to the MIT Leadership Center and the Trust Center for MIT Entrepreneurship, as well as a range of other MIT-wide programs, centers and departments including MIT Sloan Executive Education and Resource Development.
- Prepares the Associate Dean for the day’s meetings and activities, including background materials and any other relevant documentation (soliciting this information from meeting participants as needed).
- Handles special events including high-profile meetings within MIT, other institutes of higher education, industry and government officials, and donors; developing agendas, invitations, and tracking attendance, in conjunction with team members in the Office of the Dean (i.e. event planner, other assistants).
- Oversees space reservations and logistics related to meetings, including, when required, ordering and managing catering, ordering and managing delivery of AV equipment, preparation of invitations, nametags, and presentation materials (PowerPoint, etc.).

##### Course Support

- Coordinates teaching schedule including weeklong programs, Executive Education commitments and semester courses.
- 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.

#### Project & Communications Support

- Vets, reviews, and monitors information flow to and from the Associate Dean in an effort to streamline communication; reads, researches, and routes correspondence and inquiries with an eye to conserving Associate Dean's time.
- Composes, drafts, edits, and proofreads internal and external correspondence and other documents. Designs presentations, creates databases and spreadsheets to organize and produce reports on data related to the Associate Dean's work.
- Maintains awareness of Associate Dean's projects and activities. As needed, attends key meetings, helps prepare meeting agenda, drafts, and distributes (pending approval) minutes from meetings as needed.

#### General Support

- Arranges international and domestic travel as required for the Associate Dean, 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.
- Supports associate dean 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.
- Performs other duties related to the administration of the Associate Dean's responsibilities as assigned.

### **2. Office Support: 25%**

- Maintains paper and electronic filing systems related to the Associate Dean's work, as well as other normal office processes including maintaining minutes from meetings, initiating changes and updates to manuals and procedures for own area.
- 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. May interview and train temporary employees as needed.
- Perform other related duties as required, including work performed at lower levels, when necessary.

### **3. Financial Management: 5%**

- Handles research project budgets and reconciles accounts related to the Associate Dean; ensuring timely reconciliation of all financial accounts, vendor payments, reimbursements, etc. Performs financial projections for accounts. Reviews expenditures for availability of funds within the budget, for accuracy, and for compliance with MIT/Sloan policies and procedures.
- Assists in developing budgets. Can authorize expenditures up to \$10k.
- Collaborates with Finance and Administration to resolve account discrepancies.

#### **Supervision Received:**

Supervision by the Associate Dean of Leadership and Special Projects and the Director of Special Initiatives in the Office of the Dean and by the Executive Director & Chief of Staff, Office of the Dean.

#### **Supervision Exercised:**

May lead projects as needed. May monitor and coordinate the work of temporary employees.

## **Qualifications & Skills:**

- Bachelor's degree preferred.
- A minimum of five years' office experience; MIT or other university experience preferred. Experience supporting senior administration desired.
- 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 supporting the School's priorities.
- Must be service oriented, and comfortable working in a fast-paced environment. Confident; with outstanding interpersonal and organizational skills, including a strong detail orientation; resourcefulness; ability to manage a high volume of work.
- Requires the ability to be self-motivated, to prioritize and manage multiple projects simultaneously, and to work both independently and as a team member with minimal supervision.
- 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 highly desirable.
- Must be versatile, flexible, and tactful, and possess a high level of discretion to manage sensitive and confidential matters.
- Must be comfortable interacting with high-visibility executives, highly motivated students, and leaders of other MIT offices.
- Familiarity with MIT financial processes preferred.
- Occasional evening and weekend work is required.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job 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.

**Job Title:** Senior Administrative Assistant  
**Reports To:** Associate Dean of Leadership and Special Projects  
**Department:** MIT Sloan School of Management, Office of the Dean  
**Wkly Hrs:** 40hrs/weekly

**SENIOR ADMINISTRATIVE ASSISTANT**, MIT Sloan School of Management. Provide high-level support to the Associate Dean of Leadership and Special Projects; collaborate effectively with peers across the Institute to assist the Associate Dean in interfacing with Institute colleagues and officers; in-depth knowledge of the Institute and Sloan School; provide interpretation and resolution to varied situations and problems; vet, review, and streamline communication flow to and from the Associate Dean; support Associate Dean in teaching efforts in both degree and non-degree programs; prepare complex itineraries for international and domestic travel; ensure timely reconciliation of financial accounts, vendor payments, reimbursements, etc.; review expenditures for availability of funds, accuracy, and compliance; create agendas, invitations, presentations, speeches, etc.; oversee logistics of meetings and small events, including securing space, catering, AV equipment, tracking attendance, etc.; perform other related duties as required.

**REQUIREMENTS:** Bachelor's degree preferred. A minimum of three years' office experience. MIT or other university experience preferred. Experience supporting senior administration desired. The ideal candidate will have outstanding customer service; excellent interpersonal, verbal, and written communication skills; strong organizational skills; a keen attention to detail; ability to manage a high volume of work in a fast-paced environment; tact and discretion with sensitive and confidential matters; proficiency with PC standard applications. Occasional evening and weekend work required.

250 Words (240)