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# MIT Job Description

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| <b>Job Title: Senior Administrative Assistant</b>               | <b>Position Title: Senior Administrative Assistant</b> |
| <b>Reports to: Executive Director</b>                           | <b>% Effort or Wkly Hrs: 40</b>                        |
| <b>Department: Martin Trust Center for MIT Entrepreneurship</b> | <b>Grade 6 non-exempt</b>                              |

## **Position Overview:**

Reporting to the Executive Director, the Senior Administrative Assistant works with minimal supervision to provide advanced organizational and administrative support for the Managing Director/Professor of the Practice, Executive Director, and the Center staff. Sustaining a high level of performance, helps to deliver on the Center’s mission providing the expertise, support, and connections for MIT and MIT Sloan students to become effective entrepreneurs. The Sr. AA also assists with special projects such as planning for center strategy meetings, major donor events, and hosts visiting dignitaries, business executives, and alums. The Sr. AA is an integral member of the Trust Center team and is the primary point of contact for fundraising for Trust Center programs, initiatives, and endowment giving. In the absence of the Managing Director the Sr. AA may be called on to give Center tours and host meetings for important visitors. As a key employee, the Sr. AA enhances and influences the culture of the Center and its programs.

The Martin Trust Center for MIT Entrepreneurship is a student service center; therefore, the role requires the ability and willingness to work some early mornings, late evenings, and ~5 weekend days as required for classes, programs, or events. This individual should be able to travel (internationally or domestically) as needed for academic programs, approximately 2-3 times per year or as appropriate.

The Trust Center is currently working on a hybrid work schedule—80% on campus in Cambridge and 20% remote. The role is full-time.

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

### **50% Administrative Support for Managing Director/Professor of the Practice and Executive Director**

- Work with the Executive Director and Managing Director/Professor of the Practice to support daily management of the center including highly detailed schedule management, agenda setting and management of running meetings, including internal and external advisory boards
- Creates reports and lists for Managing Director regarding gift and endowment accounts balances and usage for presentation to internal stakeholders in Dean’s Leadership Council, Finance, and External Relations offices
- Compiles reports for external stakeholders in coordination with the Managing Director/Professor of the Practice, Executive Director, and Director of Operations of various success metrics: students enrolled in entrepreneurship classes, number of students advised in the center, number of visiting groups hosted, and others as necessary

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- Acts as a source of information for on-going Center programs and initiatives, assisting with the implementation of Center objectives
  - Composes and edits complex internal and external communications to high level donors, executives, and government officials in a professional and fast paced environment
  - Attends and plans high-level meetings; creates agendas, drafts and distributes minutes as appropriate, ensuring effective communication amongst staff
  - Manages intricate travel preparations for the Managing Director/Professor of the Practice and Executive Director including booking domestic and international travel, preparing expense reports, creating agendas and itineraries, and creating and editing presentations
  - Responds to inquiries and/or resolves problems that may arise in a 24 hr student center.
  - Interfaces with distinguished visitors of the Managing Director/Professor of the Practice and Executive Director including giving tours of the Center and presenting about the mission and programs of the Center, cultivating relationships
  - Provides exceptional internal and external customer service to donors, alums, and visiting VIPs, prioritizing incoming requests
  - Supports Managing Director/Professor of the Practice's course load throughout the year as well as Executive Education students and participants in programs at MIT Sloan (examples: Global Programs, REAP, Asia School of Business)
  - Collaborates with other MIT centers, offices, and programs, serving as a liaison.
  - Anticipates needs of Managing Director/Professor of the Practice and Executive Director, paying close attention to the cadence of the year, forecasting annual events, anticipating needs and solving challenges
  - Deals with confidential issues using discretion and good judgement
  - Manages on-boarding process of new employees and contractors
  - Provides innovative, creative solutions and administrative support for social events, marketing and new initiatives, assisting with student outreach
  - Manages miscellaneous expenses for Managing Director and Executive Director
  - Manages volume and distribution of marketing gifts (swag) for VIPs, guests, and programs

#### **40% Project Management for Major Center Meetings, Events, and Programs**

- Manages the annual Celebration of Entrepreneurship including the Center's awards program
- Works with the Student Board of Advisors on logistics for event planning
- Coordinates with the Asst Program Director, Academic Coordinator and Operations Assistant on Center programs
- Plans and executes major both small (5-20) and large (1000+) events for VIPs, donors, alums, and students including managing vendors and logistics as necessary, developing and maintaining procedures and best practices
- Collaborates with Trust Center staff to provide support for events including registration, VIPs, and coordination of agenda, logistics, and speakers
- Support in management of various other Center programs and new initiatives as needed
- Manages vendor relations including negotiating price and managing contracts and relationships

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## 10% Other Duties as Required

### Supervision Received:

The Senior Administrative Assistant will report directly to the Executive Director but must be able to make decisions and prioritize with no supervision.

### Supervision Exercised:

This position will have no supervisory responsibilities

### Qualifications & Skills:

#### *REQUIRED:*

- High School education or equivalent; Bachelor's degree preferred.
- At least 5 year's experience supporting high level executive (director, dean, or C-level) or providing administrative support in a fast paced environment such as a start up
- Experience in project and time management
- Must be organized and have strong attention to detail, maintaining high, rigorous standards of accuracy and quality
- Strong interpersonal skills and above all, strong customer service mentality.
- Able to independently maintain professional demeanor in interactions with VIPs, students, faculty, staff, and visitors
- Strong verbal and written communication skills including comfort presenting in front of medium sized groups
- Be able to prioritize and manage multiple tasks in a fast paced environment, working independently
- Proactive in completing tasks and self-motivated.
- The ability to work flexible hours during peak periods (beginning of semester, during peak travel times for Managing Director/Professor of the Practice)
- Must demonstrate discretion and good judgment with confidential information and issues
- Proficiency in Microsoft Office; able to identify and learn new software skills as necessary
- Proficiency preferred, but not required, in Airtable, Slack, Google Suite, Dropbox, SAP, and Adobe

#### *PREFERRED:*

- Familiarity with MIT and/or Sloan policies and systems

\* 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.