



MIT Job Description

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

Position Overview:

Principal Duties and Responsibilities (Essential Functions**)

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Decision Making and Judgment:

Supervision Received:

Supervision Exercised:

