



MIT Job Description

Job Title: Administrative Assistant 3	Position Title: Senior Administrative Assistant
Reports to: Executive Director and Chief of Staff (Office of the Dean), Senior Associate Dean, Jake Cohen	% Effort or Wkly Hrs: 100% / 40 hours
Department: MIT Sloan Office of the Dean	Date: April 4, 2023
Prepared by: Tammy Holmstrom	Grade: 6, non-exempt

POSITION OVERVIEW:

Under minimal supervision, the Senior Administrative Assistant (Sr AA) performs and manages highly complex and diverse duties in support to the Senior Associate Dean for Undergraduate and Master's Programs. Responsibilities include scheduling diverse and complex appointments for the senior associate dean and overseeing logistics supporting these meetings; arranging international and domestic travel, including the preparation and submission of expense vouchers; gathering information from multiple sources and with references to a variety of Institute/school policies, procedures, past practices to resolve complex problems; coordinating the senior associate dean's teaching assistants and the planning and delivery of course and teaching materials; fulfilling procurement requests for materials, goods, and services required for the senior associate dean's teaching activities; reconciling all discretionary accounts related to the senior associate dean, ensuring timely reconciliation of all financial accounts, vendor payments, reimbursements, travel reimbursements, etc.; and attend meetings with the associate dean and tracks deliverables to ensure programs/projects are on track. 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.

This hybrid model allows for a weekly schedule of three days on campus, two days remote.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

ESSENTIAL DUTIES – SUPPORTING SENIOR ASSOCIATE DEAN 80%

- Calendar management – manages daily scheduling, including, but not limited to
 - Meetings for internal/external constituents, including space reservations and meeting logistics (ordering/managing catering, AV, invitations, meeting/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. (ordering, compiling, editing, printing/copying, distributing) from oral or written instructions from Senior Associate Dean or teaching assistants to meet frequent immediate and/or short-term needs
 - Work closely with technology and audio-visual services (STS & MIT AV) to ensure that technology is working well; often including remote speakers joining virtually.
 - Manages Canvas sites and grading courses taught by Senior Associate Dean. Ensure that grades are submitted in a timely fashion.
- Travel
 - Plans for international (obtaining international visas as required) and domestic travel for the Senior Associate Dean, using MIT's online booking tool (Concur), including but not limited to
 - Air/train/automobile travel
 - Lodging
 - Complex itineraries and trip books
- 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 and external constituencies
 - 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

ADMINISTRATIVE SUPPORT – SUPPORTING OFFICE OF THE DEAN 20%

- Finance
 - Provides supporting documents/receipts to Dean's Executive Assistant for reconciliation of all procurement card expenditures
 - Timely submission of 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
- 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 Dean's suite, including but not limited to support during staff absences and providing staff 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.
- A minimum of five years' administrative, office, or related experience required.
- In-depth understanding of work area and MIT policies and procedures.
- Must be committed to working as part of a team of highly motivated professionals who plan and implement 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.
- 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.

Preferred:

- Bachelor's degree
- MIT or other university experience preferred.
- Experience supporting senior administration desired.
- SAP, Concur, Canvas experience highly desirable.
- Familiarity with MIT financial processes preferred.

MIT Sloan Competencies: Contribute; Collaborate; Engage

- 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.