

MIT Job Description

Job Title: Administrative Assistant II	Position Title: Program Assistant, MIT Sloan Sustainability Initiative
Reports to: Assistant Director, Sustainability Initiative	% Effort or Wkly Hrs: 100% Effort
Department: Sloan, Centers and Initiatives, MIT Sloan Sustainability Initiative	

Position Overview:

The Sustainability Initiative's vision is to empower leaders whose impact, professionally and personally, will ensure that humans and nature can thrive for generations to come. We deliver the best education in sustainability through course development, co-curricular activities including speaker series, and our Sustainability Certificate program. Through our research, we bring academic rigor to real-world problems in key impact areas including the advancement of evidence-based climate policy and Environmental, Social, and Governance ratings and measurement.

Under minimal supervision, the Administrative Assistant II, or "Program Assistant," performs complex and diverse administrative duties in support of the MIT Sloan Sustainability Initiative.

The role of Administrative Assistant II includes four main categories: (1) administrative support, (2) event management (3) accounting and (4) course support. Administrative work includes faculty support for Initiative's Director and Sr Associate Director, data entry, office supplies, and ad hoc admin support for team members Event management includes budgeting, space, food, materials and clean up for all events. Accounting work includes assisting with purchasing, expense reporting, and record keeping for the Sustainability Initiative. Course support includes space reservations, catering, scheduling, course registration, and aiding "Action Learning" aspects of our S-Lab course.

This role requires the ability to be in person at MIT Sloan, with remote work options available.

Principal Duties and Responsibilities (Essential Functions**):

General Department Administrative Support (30%)

Support for Director and Senior Associate Director:

- Manage calendar and meeting schedule, including office hours. Proactively identify and manage schedule conflicts. Work with Directors to ensure sufficient time is allocated for projects and communications, including their research projects, the Aggregate Confusion Project and the MIT Climate Pathways Project.
- Expense report management for travel and other expenses.
- Occasional travel planning and booking for domestic and international trips ● Purchasing of materials and supplies (e.g. books and equipment).

Office Administrative Support:

- Day-to-day office support through purchase and organizing of supplies and equipment, responding to inquiries, being a "welcoming face" for the Initiative
- Provide logistical support for ad hoc meetings and events convened by other team members, including room reservations, food ordering, and complex scheduling.

Marketing and Communications Support

- Database Management: The Initiative manages a robust database of stakeholders. The administrative assistant II will be responsible for managing the contacts in that database, including contact data entry, campaigns, building and running reports.
- Updates to the website, such as updating courses offered, certificate requirements, and latest news.
- Support for community mailings from MyEmma platform such as invites to events, weekly newsletters, and student engagement.
- Occasional social media posts related to research projects or upcoming events on Twitter/LinkedIn and support updating slide decks and graphics following Sustainability Initiative brand

Event Management (30%)

The Sustainability Initiative organizes many types of events throughout the year including group meetings, strategic planning sessions, Advisory Board meetings and conference calls, Sustainability Lunch Series, Certificate Graduation Ceremony, and other events that engage students, alumni, faculty, allied organizations, and donors connected to the Initiative. The administrative assistant II is responsible for planning and logistics of events. This includes:

- Budgeting, marketing, space reservation, food and materials ordering, participant registration and data entry, and cleanup.
- Execution of executive events with more formal menus, design, and vendor coordination.
- Managing environmental sustainability of events to minimize and direct waste in line with Sustainability Initiative values and knowledge base.

Accounting (30%)

While the Initiative's Senior Associate Director is responsible for managing the budget, the administrative assistant II plays a major role in allocating, approving, and monitoring expenses. This includes fiscal management for our curricular efforts, student engagement, alumni engagement, and research projects.

Responsibilities include:

- Preparing purchasing and accounting forms for approval (either electronically, using SAP, or Buy2Pay Coupa purchasing platform).
- Approving and processing procurement card expenses, requisitions, RFPs, JVs, and travel expenses.
- Setting up external vendors, independent contractors, and MITemps for payment, including the handling of complex contract processes
- Processing payments and reimbursements to students, guest speakers, and alumni working with the initiative.
- Record keeping for all purchases in line with MIT's record retention policy,
- Monthly account reconciliation and end of fiscal year close out
- Point person for questions around MIT finance and travel policies and regulations

Course support (10%)

The Sustainability Initiative stewards a set of flagship courses in sustainability. The administrative assistant II is responsible for managing the logistics of courses, this includes:

- Providing basic logistical support (rooms, materials, food, website support, meetings) for classes taught by the Directors (15.915, 15.385, 15.876 and short format classes in SIP, IAP, etc).
- Supporting action learning component of 15.915 S-Lab: support basic communications with host organizations through the cycle of outreach and recruitment; project proposals; matching to student teams; participation in events; review and posting of deliverables.
- Work with Directors and Associate Director to monitor class waitlists and Canvas during course registration, provide access to Canvas to students and guests
- Ensure guest lecturers and course mentors are set up in MIT systems for payment and access to course materials
- Visual updates and edits of course slides to Sustainability Initiative branding

Supervision Received:

Supervision is provided by the Assistant Director. This position requires ability to perform with minimal supervision.

Supervision Exercised:

No direct reports. Will require coordination with the team, including directors and associate directors.

Qualifications & Skills:

REQUIRED: High school education or equivalent and a minimum of three years of related experience.

Previous administrative support or customer service related experience required.

Strong organizational skills; strong interpersonal and problem-solving skills; strong customer service and collaboration skills; meticulous attention to detail and commitment to high quality work

Positive can-do attitude combined with high energy level; willingness to learn new technologies, software, and other skills; and ability to work independently with minimal supervision, as well as collaboratively as part of a team.

Proficiency on PC and Mac, including applications such as Microsoft Office and direct email systems such as MyEmma.

PREFERRED: Bachelor's degree preferred.

Experience with MIT and/or MIT Sloan School of Management desirable.

Experience with content management systems, social media, Canva and SalesForce a plus.

MIT SLOAN COMPETENCIES:

Collaborate:

Works towards team success with humility, both as a member and as a leader of formal and informal teams. Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in a transparent and timely manner within and outside the school

Engage:

Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

Lead:

Focuses on impact and outcomes while working to make a difference and achieve organizational goals

*** 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.*