
MIT Job Description

Job Title: Administrative Assistant II	Position Title: Administrative Assistant II
Reports to: Assistant Dean	% Effort or Wkly Hrs: 35 hours
Department: Office of the Dean – Schwarzman College of Computing	Prepared by: Assistant Dean for Administration and Director of Human Resources
Date: 08/06/2024	

Position Overview:

Under minimal supervision, perform complex and diverse duties in support of the Office of the Dean in the Schwarzman College of Computing. Provide administrative support for multiple programs and projects. This position will play a crucial role in supporting the planning, coordination, and execution of projects, events spaces and building operations as assigned. Anticipate and initiate actions regarding office operations which require knowledge of the Institute and other departments. This position will help to coordinate these activities within the dean's office and across the College broadly. Activities include calendar support and meeting scheduling, maintenance of financial records and monthly financial review and control, acting as a receptionist, screening phone calls and visitors, assisting with or responding to internal requests for information and reports, arranging group meetings and taking minutes, maintenance of electronic and paper files, planning and coordinating high profile events and meetings, coordination of complex travel arrangements and maintenance of necessary supporting documentation, and other duties as assigned. As this is a "shared" support position, it will be necessary for the candidate to be proactive and communicative about their priorities, workload, and time-management.

Principal Duties and Responsibilities (Essential Functions):**

Administrative Support [40%]:

1. Respond to inquiries requiring a broad understanding of the dean's office and the College's policies and procedures.
2. Resolve complex problems, and use discretion to find appropriate solutions; escalate issues as needed.
3. Research and interpret a variety of situations, to determine appropriate the appropriate course of action.
4. Compose, edit, and draft internal correspondence and documents, such as letters of support and presentations.
5. Use desktop publishing to create drafts of work-area publications, including PowerPoint.
6. Coordinate more complex mass mailings, such as announcements from the Dean.
7. Use Web software to input, update and maintain web content.
8. Maintain databases including using Filemaker Pro, Excel, and/or Access.
9. Manage complex calendars and schedule appointments, meetings and coordinate local, domestic and/or international travel arrangements.
10. Attend high-level meetings such as Advisory Board meetings and/or College meetings; record, interpret, draft, and distribute (pending approval) minutes from said meetings.
11. Maintain electronic records for the various databases e.g. Under-recovery program, One-time PI status, late waiver requests, and serious search statistics.
12. Create filing systems and monitor efficiency. Initiate changes and updates to manuals and procedures for own area. Coordinate and schedule interviews for initiatives such as the search process.
13. Handle confidential matters with discretion and judgment.
14. Assist with management of office and catering supply inventories.

Financial Support [20%]:

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15. Monitor and reconcile accounting statements from an established budget. Investigate and follow up on purchasing/accounting discrepancies. Assist with the monitoring and reconciling of accounts in SAP. Prepare and process purchasing and accounting forms, pending approval.
 16. Manage inventory orders. Work within established supply budgets; select vendors, use signature and purchasing authorization. Responsible for staying within budget and following budgetary guidelines.
 17. Pay invoices and prepare requisitions for purchase orders.
 18. Interact with students on reimbursement and procurement needs.

Event planning and Operations support [30%]:

19. Assist with coordinating college-wide events and/or venue and conference rooms.
20. May serve as an information resource for policies surrounding events and/or room use.
21. Performs tasks to maintain building appearance including monitoring loading dock and receiving external deliveries, storage maintenance, office, equipment and furniture moving and meeting setup.
22. Support event management tasks such as booking venues, arranging catering, and coordinating with vendors. Assists in the setup and breakdown of equipment and furniture-related events.
23. Prepare complex itineraries for multiple constituents, including alumni, venture capitalist and donors.
24. Provide on-site support during events, including registration, guest assistance and troubleshooting issues.
25. Follows budgetary guidelines in monitoring and ordering supplies.
26. Serve as liaison with MIT Facilities on routine maintenance and repairs of the building including electrical, plumbing and HVAC systems.
27. Coordinate with external vendors and contractors for renovation projects.
28. Respond to facility-related requests from SCC community, providing timing resolution or escalation as needed.

Other [10%]:

29. Act as backup for administrative assistants, triaging a range of in-person, electronic, and telephone inquiries;
30. Collaborate with team members to ensure efficient operations and support the overall goals of the organization.
31. Adapt quickly to changing priorities and handle multiple tasks simultaneously in a fast-paced environment.
32. Provide excellent customer service to internal and external stakeholders, demonstrating professionalism and courtesy at all times.
33. Perform other administrative tasks and duties as needed to support the smooth functioning of the office.
34. Execute other responsibilities as assigned.

Perform other related duties as required.

Supervision Received:

Receives minimal supervision

Supervision Exercised:

None. May train and coordinate work of other office support staff, student employees and/or temporary staff.

Qualifications & Skills:

High School education or equivalent. Bachelor's Degree preferred.

A minimum of **three years** of secretarial, office, or related experience.

Excellent interpersonal and communication skills and the ability to work effectively with others at all levels; excellent organizational skills and the ability to handle multiple tasks simultaneously; ability to demonstrate initiative, flexibility, and attention to detail; ability to work independently as well as part of a team; ability to prioritize and problem solve; proficiency in the Microsoft Office Suite, SAP, Filemaker Pro, Cognos, comfort with both PCs and Macs; experience updating websites; experience with arranging travel, paying invoices, ordering supplies, account reconciliations and expense reimbursements; ability to maintain confidentiality with discretion and judgement; ability to move and lift heavy objects up to 20lbs.; occasional nights and weekends may be required. Ability to function autonomously in a highly visible position; exceptional analytical, problem solving, and critical thinking aptitude; sensitivity to organizational dynamics and ability to collaborate with colleagues; excellent grammar and proof-reading skills. Must be detail-oriented and able to handle diverse tasks concurrently in a fast-paced setting. Ability to identify and learn new programs and software as needed. Excellent communication and interpersonal skills. Strong organizational and multitasking skills with attention to detail.

** 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.