MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

<table>
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<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Headquarters</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Executive Assistant</td>
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<td>Position Title:</td>
<td>Executive Assistant to the Vice President for Finance</td>
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<td>Reports To:</td>
<td>VP for Finance</td>
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<td>Prepared On:</td>
<td>January 2021</td>
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<tr>
<td>Salary Grade:</td>
<td>8</td>
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<tr>
<td>Duration (if applicable):</td>
<td>Hours per week/status: 40/Non-Exempt</td>
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<td>MIT Job #:</td>
<td>19245</td>
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GENERAL OVERVIEW
The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute’s financial resources. Forward-thinking and future-oriented, this 165-person office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

POSITION OVERVIEW STATEMENT
Under minimal supervision, performs complex and diverse duties in direct support of the Vice President for Finance (VPF). Schedules and coordinates appointments, meetings, and high-profile events using independent judgment based on awareness of and sensitivity to the complexity of the role of the Vice President for Finance. Anticipates, initiates, organizes, and implements processes to efficiently manage projects, events, travel arrangements, and meeting information. Exercises discretion and independent judgment when considering the course of action for all matters. Works with a sense of urgency in completing all assignments.

PRINCIPAL DUTIES AND RESPONSIBILITIES
- Manages the complex calendar for the Vice President by coordinating arrangements for multiple meetings and preparing background materials for daily meetings and/or committee meetings and addresses calendar conflicts as they occur
- Represents the Vice President to high-level stakeholders and serves as the first point of contact for the Vice President; responds to complex inquiries requiring an advanced understanding of the Vice President’s work and its impact on the Institute, and a deep understanding of MIT policies and procedures
- Gathers and analyzes information, researches and writes memos, letters, and reports on behalf of the Vice President using independent judgment
- Manages all communications and conveys a professional and positive image of the VPF’s office including but not limited to answering questions directly, redirecting to an appropriate person, or securing enough information before escalating to the Vice President
- Arranges and coordinates VPF meetings and committee meetings (internal and external) by managing logistics, developing agendas, coordinating preparation of presentations, providing context-setting documents, and other background materials for meetings
Assists with VPF and/or Institute-wide programs and projects, performing administrative or analytic tasks to support such programs and projects

Creates, updates, and maintains databases, typically in Excel or FileMaker

Independently coordinates complex travel arrangements and ensures expense reports are accurate and completed on time, creates itineraries in advance of travel

Identifies the need for and creates filing systems; monitors efficiency of systems

Coordinates committee, staff, and other VPF meetings as needed, including reserving conference rooms, addressing catering needs, preparing copies of presentations and other meeting materials, arranging audio/visual and technology setups, and addresses all aspects of running events

Purchases goods and services and follows financial protocols for purchasing card reconciliation

Deals with confidential issues with discretion and solid judgment

Assist with other duties and special projects as needed

QUALIFICATIONS

Required:

- Minimum of seven years of administrative assistant or related office experience
- Advanced scheduling and calendar management skills
- Exceedingly fine attention to detail and the ability to proactively anticipate issues and complications before they arise related to scheduling, events, and logistics
- Strong written and oral communication skills; excellent spelling, punctuation, and grammar
- Superior organizational skills
- Excellent interpersonal and communication skills
- Strong data entry skills and capacity to use databases
- Ability to work under minimal supervision and be able to anticipate and act on the needs of the VPF and team
- Demonstrated skill dealing with confidential material
- Resourcefulness, tact, good judgment, and the ability to manage a high volume of work
- Ability to multitask and meet deadlines without compromising quality in a demanding, fast-paced, high-volume work environment
- Ability to identify and quickly learn new applications as necessary

Preferred:

- Bachelor’s degree
- Prior experience working directly with senior leadership in a large and complex organization
- Prior MIT or higher education experience

SUPERVISION RECEIVED

Will receive supervision from the Vice President for Finance

SUPERVISION EXERCISED

Will not have supervision responsibilities

A background check (including checking criminal records) will be required for the final candidate. MIT is unable to provide work authorization and/or visa sponsorship for this position.
This position has a 6-month probationary period for new employees to the Institute.

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.

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT’s commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

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.