

Job Description – MIT Job #23818

Functional Area:	Office of the Vice President for Finance, Headquarters		
Job Title:	AA2	Position Title:	Receptionist/Administrative Assistant 2
Reports to:	Director of Human Resources	Prepared on:	March 2024
Salary Grade: 5	Hourly Rate: \$26.00 - \$31.00/hr	Hours per week/status: 40/Non-Exempt Schedule: In-Office at 600 Technology Square, Monday-Friday. Must be able to work core hours of 8:30am-4pm, although start time and end time are flexible.	

About the Office of the Vice President of Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. The Receptionist/Administrative Assistant 2 will work in the office Monday through Friday. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Receptionist/Administrative Assistant 2 performs a range of complex administrative and support duties in support of the Vice President for Finance department. They will provide administrative support related to general office management, reception services and event planning duties, under minimal supervision. Those duties include providing information, coordinating services, and responding to inquiries from visitors to the VPF office. The ideal candidate will be a professional who welcomes the variety of work and new challenges. They must also be detail-oriented, resourceful, and ready to interact effectively with various stakeholders.

Principle Duties and Responsibilities

- Serves as an information source for general inquiries for all visitors to VPF while maintaining a highly professional reception area
- Welcomes and assists visitors at the front desk in a pleasant and professional manner and ensures the desk is staffed throughout the day
- Assists with general office operations to ensure a safe and healthy work environment for staff

- Anticipates and initiates actions regarding office operations and works cooperatively with a team of administrative assistants to provide exceptional support to staff members and visitors
- Assists with office-wide projects and provides support to the VPF HR team and other VPF staff as needed
- Orders supplies for the Office of the VPF and maintains the supplies in the VPF stockrooms, kitchens, and at copier areas. Responsible for ensuring areas are stocked and tidy
- Sorts and distributes all mail and deliveries. Sends FedEx requests, makes deliveries, and picks up packages
- Supports onboarding activities for new hires and temporary staff
- Provides administrative support for offboarding activities
- Creates event materials using various software programs (i.e., Canva, Adobe Illustrator), composes and edits documents in Word and Outlook, contributes to PowerPoint presentations, and runs reports in Excel
- Assists with coordinating events, such as booking rooms, obtaining quotes, ordering catering, setup, breakdown, etc. Coordinates AV needs and troubleshoots before events
- Assists the VPF Rewards program by placing orders and picking up Spot Award gifts at the MIT Coop. May draft Spot Award citations
- Schedules and assists with Fun Committee meetings by taking meeting minutes and preparing materials for each meeting
- Serves as the Parking Coordinator for VPF
- Helps maintain the cleanliness of conference rooms and common space on the 3rd and 4th floors of NE49
- Serves as a contact for the NE49 Lactation Room
- Will participate in initiatives related to employee health and wellness
- Processes monthly JV's for swept and accidental charges for operating expenses, creates purchase orders, and processes reimbursements
- May assist in processing HR transactions or timesheet approvals
- May maintain the calendar for multiple directors with VPF
- Other duties as assigned

Qualifications

Required

- High school diploma or equivalent
- A minimum of three years of experience in an administrative, office, or related experience
- Proficient with Microsoft Word, Outlook, PowerPoint and, Excel
- Demonstrated customer service experience and acumen
- Sets and meets goals consistently and works with minimal supervision on independent projects
- Excellent time management skills and the ability to self-monitor and meet deadlines consistently
- Strong organizational skills and ability to handle details with accuracy
- Ability and willingness to master new software programs
- Excellent oral and written communication skills
- Ability to handle confidential information with discretion
- Punctuality and reliability are essential

Preferred

- Post high school education
- MIT experience preferred

Supervision Received

Reports to the Director of Human Resources

Supervision Exercised

None

Additional Information

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.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

Diversity, Equity, and Inclusion

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.

VPF is Mission Focused

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, the 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.