

Job Description – MIT Job # 22811

Functional Area:	Office of the Vice President for Finance, Controllershship		
Job Title:	Admin Asst. 3	Position Title:	Senior Administrative Assistant to the Controller
Reports to:	Controller	Prepared on:	June 2023
Salary Grade: 6	Hourly Rate: \$25.00 - \$33.00/hr	Hours per week/status: 40/Non-Exempt	

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. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. 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 Senior Administrative Assistant to the Controller is fully engaged with the work of the Controller and proactively initiates and organizes systems and procedures to provide advanced and comprehensive administrative support to the Controller. They demonstrate exceptional attention to detail and use discretion and independent judgment in considering a course of action for all matters affecting the Controller. They recognize matters of significance and look to appropriate parties for guidance when needed. This role requires a comprehensive and in-depth understanding of department goals, policies, and practices and the broader MIT organization and mission. The Senior Administrative Assistant serves as a member of the VPF cross-functional administrative assistant team.

Principle Duties and Responsibilities

- Manages coordination and scheduling of appointments for the Controller, and as needed, for the Controller's direct reports. Coordinates arrangements for multiple meetings based on the awareness of and sensitivity to the range of issues and topics related to the Controllershship.

- Provides administrative support, as requested, to members of the Controllershship and to other VPF teams, as requested
- Researches and writes memos, letters, and reports—which are often complex in nature—on behalf of the Controller. Uses independent judgment to gather and analyze new information and incorporates it into multiple existing and new reports and documents.
- Handles confidential matters with discretion.
- Leads, organizes, and oversees all agreement requests from requesting signatures from appropriate parties, tracking the status of agreements, documenting agreement requests, responding to inquiries, and following up on outstanding agreements. May carry and hand-deliver documents to offices across campus for review and signature.
- Creates appropriate file systems to meet the evolving needs of the Controller. Keeps Controller's office and materials organized; prepares files for easy access; is responsible for data retrieval and analysis; organizes and presents background materials for daily schedule.
- Proactively initiates actions to address Controllershship office needs. Prioritizes own work; anticipates consequences of actions, potential problems, or opportunities for change.
- Serves as an extension of the Controller, communicating on the Controller's behalf when directed.
- Assists with creating, updating, and maintaining Controllershship communications and communications lists, presentations, compliance and reporting dashboards, organizational structure list and charts, and staff contact lists.
- Uses knowledge, experience, and available resources to find solutions to address and resolve complex problems. Recommends and implements process improves where needed.
- Functions as a high-level individual contributor of multiple projects; creates and maintains procedures for own work area.
- Effectively uses multiple software programs, particularly MS Word, Excel, Outlook, and PowerPoint to accomplish work responsibilities.
- Plans, coordinates, and carries out special events or projects within the Controllershship and as needed to support VPF.
- Serves on VPF's administrative team and regularly helps cover the reception desk.
- Performs other related duties as necessary and may require occasional overtime based on unexpected needs or project deadlines.

Qualifications

Required

- High school diploma or equivalent
- Minimum of five years of administrative, office, or related experience
- Ability to function autonomously and direct own work. Is a proactive individual who is able to recognize, anticipate, and meet the administrative needs of the Controller.
- Is sensitive to organizational dynamics; requires in-depth understanding of purpose and operations across VPF and MIT.
- Has strong written and oral communication skills including grammar and proofreading ability; excellent interpersonal skills for interacting and collaborating with a diverse group of colleagues at all levels of the Institute.
- Accuracy, unflappability, and an eye for detail are essential, as is the ability to solve problems and scheduling conflicts, and work independently and across functions. Handles data, charts, and reports with precision.
- Ability to collaborate with others across VPF to implement new initiatives and resolve issues.
- Understands the nature of handling confidential material, uses discretion, tact, and good judgment.
- Proven ability to use advanced features of MS Office, including PowerPoint. Ability to identify and quickly learn new applications as necessary.

Preferred

- Bachelor's degree
- Previous MIT experience

Supervision Received

Reports to the Controller.

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.

A background check (including checking criminal records) will be required for the final candidate.

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.