

## Office of the Vice President for Finance



<b>Functional Area:</b>	Office of the Vice President for Finance, Controllershship		
<b>Job Title:</b>	Admin Asst. 3	<b>Position Title:</b>	Senior Administrative Assistant
<b>Reports to:</b>	Controller	<b>Prepared On:</b>	September 1, 2022 MIT Job # 21802
<b>Salary Grade: 6</b>	\$25.00-\$33.00/hr	<b>Hours per week/status:</b> 40/Non-Exempt	

### 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

The Senior Administrative Assistant to the Controller proactively initiates and organizes systems and procedures to provide advanced comprehensive administrative support to the Controller. She/he demonstrates exceptional attention to detail, and discretion and independent judgment in considering course of action for all matters affecting the Controller. She/he recognizes matters of significance and looks to appropriate parties for guidance, and is fully engaged with the work of the Controller. This role requires comprehensive and in-depth understanding of department goals, policies, and practices and broader MIT organization and mission.

### Principal Duties and Responsibilities

- Manages coordination and scheduling of appointments for the Controller, and as needed, for his or her direct reports. Coordinates arrangements for multiple meetings based on the awareness of and sensitivity to the multiplicity of issues with which the Controller is involved. Is accurate, unflappable, resourceful, and quick to respond to scheduling conflicts
- 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 into multiple existing and new reports and documents
- Handles confidential matters with discretion
- 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
- Initiates action to address a need without being directed. 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
- Deals with and resolves complex problems that must be broken down into manageable pieces. Seeks additional information to enhance understanding. Sees relationships between problem components and prioritizes them.

Uses knowledge, experience, and available resources to find solutions. Develops improvements and facilitates change

- Functions as a high-level individual contributor of multiple projects; creates and maintains procedures for own work area
- Uses multiple software programs, particularly MS Word, Excel, Outlook, and PowerPoint
- Plans and coordinates special events or projects within department
- Serves on VPF's administrative team and regularly helps cover the reception desk. May carry and hand-deliver documents across campus for review and signature
- Performs other related duties as necessary and may require occasional overtime based on unexpected needs or project deadlines.

## **Qualifications**

- 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
- Sensitive to organizational dynamics. Requires in-depth understanding of purpose and operations across VPF and MIT
- 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 is essential, as is the ability to solve problems and work independently and across functions. Is precise in handling data, charts, and reports
- 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 standard office software. Ability to identify and quickly learn new applications as necessary. PowerPoint skills a plus.
- Bachelor's degree and MIT experience preferred

## **Supervision Received**

Receives supervision, guidance, and annual performance appraisal from the Controller.

## **Supervision Exercised**

None

## **Remote Work**

MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus. As of September 2022, this position is designated as one that can be performed in a hybrid model of one day per week in the office, although this is subject to change.

## **Covid Policy**

MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request exemption from the vaccine requirement for medical or religious reasons. See [MIT Now](#) for more information on MIT's Covid policies. Offers of employment are contingent on an applicant's compliance with MIT's Covid-19 vaccine/exemption requirements.

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 and/or visa sponsorship for this position.

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

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.