

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Office of the Recording Secretary		
Job Title:	Administrative Assistant 3	Position Title:	Senior Administrative Assistant to the Office of the Recording Secretary
Reports to:	Director of Gift Administration and Recording Secretary	Prepared On:	September 2019
Grade: 6	Duration (if applicable):	Hours per week/status: 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:

The Senior Administrative Assistant to the Office of the Recording Secretary performs complex and diverse administrative duties in support of the Office of the Recording Secretary (RSO) team, primarily for the Director. She/he demonstrates exceptional attention to detail with discretion and independent judgment in considering a course of action for a wide variety of matters. She/he recognizes matters of significance and looks to appropriate parties for guidance, escalating as necessary. This person will demonstrate a high level of initiative, taking action to address needs without being directed, and anticipate consequences of actions, potential problems, or opportunities for change.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Manage calendars for the Director and other staff, including scheduling complex appointments while accommodating multiple calendars and competing priorities to ensure proper meeting preparation and schedule flow
- Organize and present background materials related to the daily schedule
- Ensure the smooth operation of meetings by finalizing agendas, preparing documentation and PowerPoint presentations, arranging catering, coordinating audio-visual services, and booking space
- Anticipate and initiate general office duties and administrative support, including but not limited to, ordering supplies, processing mail, performing website maintenance, coordinating standing mailings and assisting with bank deposits
- Act as back up for the Gift Operations team to support timely and accurate processing of gifts, pledges, payments, and records
- Create and properly maintain appropriate file systems to meet the evolving needs of the RSO
- Maintain a status log to track progress on documents signed by multiple stakeholders, including but not limited to Gift and Treasurer's Memoranda, corporate gift and acknowledgment letters, and deeds of kind
- Distribute materials to appropriate departmental or fundraising staff on set timelines

- Prepare all expense-related forms, such as requisitions, vouchers, and requests for payment, expense reimbursement for MIT procurement card purchases
- Provide support to the Director on memos, letters, and reports to internal and external constituents
- Independently check the accuracy of RSO documentation by referencing appropriate sources, research and gather information for content
- Conduct research on specific donors and write summaries
- Use knowledge, experience, and available resources to find solutions to issues with little intervention
- Other duties and special projects as assigned

QUALIFICATIONS:

Required:

- At least five years of administrative experience, preferably in higher education
- 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
- Strong interpersonal and communication skills
- Strong data entry skills and capacity to use databases regularly
- Ability to work under minimal supervision and be able to anticipate and act on the needs of the director and team
- Demonstrated skill dealing with confidential material
- Resourcefulness, tact, good judgment, and the ability to manage a high volume of work
- Ability to multi-task and meet deadlines without compromising quality in a demanding, fast-paced, high-volume work environment
- Ability to work occasional evenings and weekends during peak processing seasons at calendar year-end (mid-December to mid-January) and fiscal year-end (late June to early July)
- Ability to identify and quickly learn new applications as necessary

Preferred:

- Bachelor's degree
- Familiarity with the Advance system and FileMaker Pro
- MIT experience or experience in higher education

Supervision Received

Director of Gift Administration and Recording Secretary

Supervision Exercised:

None

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.