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Administrative Assistant II

Job Number: 16086
Department: Civil and Environmental Engineering
School Area: Engineering
Employment Type: Full-Time
Payroll Category: Support Staff
Visa Sponsorship Available: No
Schedule: 35 hrs/wk.

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curious, motivated, want to be part of a unique community, and help shape the future – then take a look at this opportunity.

ADMINISTRATIVE ASSISTANT II, Civil and Environmental Engineering (CEE)-Parsons Laboratory for Environmental Science and Engineering, to provide administrative support to the director of the Parsons Laboratory (<http://cee.mit.edu/research/parsons-lab/>) and assist in all administrative aspects of managing the building. This will include coordinating space renovations, addressing resource and space needs, organizing building-wide events, and carrying out day-to-day administrative and organizational tasks. Responsibilities include managing and responding to day-to-day administrative and space operations and resolving situations/problems as they arise; collaborating with CEE headquarters and the Parsons’ director on operating, maintaining, and improving the laboratory; coordinating space renovations and the repair and replacement of A/V and other equipment; maintaining/improving common spaces; managing copying and poster printing facilities; acting as point-of-contact for operations involving other Institute units, e.g., Facilities, EHS, IS&T, Audio-Visual Services, etc.; serving as the central administrative resource for faculty, staff, postdocs, graduate students, undergraduates, and visitors in the lab; ensuring maintenance of the facility; maintaining personnel log, mailing lists, and room reservation system; managing key distribution and keycard access; and functioning as the main contact for all Parsons Laboratory events.

Job Requirements

REQUIRED: a high school diploma or its equivalent; at least three years’ administrative, office, or related experience; excellent organizational, prioritization, interpersonal, and communication skills; high-level computer literacy, ability and willingness to learn new software, and experience with MS Office (Word, Excel, PowerPoint); familiarity with office technology (printers, copiers, poster printers, etc.); ability to work collaboratively with central offices/units, e.g., CEE headquarters and MIT Facilities, IS&T, etc.; and ability to work independently, in teams, and with a wide range of faculty, students, sponsors, and influential individuals outside of MIT.


Job #16086-5

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Civil and Environmental Engineering | Part-Time
Temporary

Communications Assistant
(../jobDetails/jobDetail.html?jobPostId=12864&localeCode=us)
Civil and Environmental Engineering | Full-Time

Administrative Assistant II
(../jobDetails/jobDetail.html?jobPostId=12884&localeCode=us)
Civil and Environmental Engineering | Part-Time

Administrative Officer
(../jobDetails/jobDetail.html?jobPostId=12189&localeCode=us)
Civil and Environmental Engineering | Full-Time

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