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Administrative Assistant II

Job Number: 16084
Department: Civil and Environmental Engineering
School Area: Engineering
Employment Type: Part-Time
Payroll Category: Support Staff
Visa Sponsorship Available: No
Schedule: 32 hrs/wk. - schedule to be determined

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[Administrative Assistant II](#)

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ADMINISTRATIVE ASSISTANT II, Civil and Environmental Engineering (part-time, 32 hrs/wk.), to provide complex administrative support for four faculty/principal investigators and their research groups and students. Responsibilities include overall office management, including answering telephones and greeting visitors; electronic calendaring; handling mail; arranging travel and preparing reimbursement paperwork; organizing event, meeting, seminar, and conference logistics, e.g., coordinating participants an arranging rooms, A/V, catering, etc.; supporting faculty research and teaching, including photocopying, scanning, posting lectures/homework/reports on websites, making arrangements for visiting lecturers, etc.; website editing and maintenance; performing financial review and control by regularly monitoring PI’s account(s) status; using Buy2Pay, SAPweb, or purchasing card to make purchases; coordinating software applications; establishing and maintaining good working relationships with fiscal officers and department administrative and academic staff; composing, proofreading, and editing correspondence and documents; developing proposal components such as budgets, monitoring accounts and reimbursements; and other duties as requested.

Job Requirements


REQUIRED: at least three years’ related experience; excellent organizational, communication, and interpersonal skills; high-level proficiency with Mac platforms and MS Office (Word, Excel, PowerPoint) and willingness to learn new software; and ability to prioritize and work both independently and with a broad range of faculty, students, sponsors, and influential individuals outside MIT. Seek someone who can be proactive, take initiative, and anticipate the needs of supervisors or otherwise work with them to identify needs well in advance. College degree preferred. Experience with web development software and proficiency with web-based management tools, including shared calendars (e.g., Google calendar) and mail

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Civil and Environmental Engineering | Full-Time

Programmer (../jobDetails/jobDetail.html? jobPostId=10599&localeCode=us)
Civil and Environmental Engineering | Part-Time Temporary

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

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

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and to-do lists, maintaining group home pages and publication pages, shared file folders, and note pages (i.e., SVN, Wiki) would be a plus. Job 316084-5

Schedule to be determined.

5/23/18

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