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Administrative Officer

Job Number: 15767

Department: Civil and Environmental Engineering

School Area: Engineering

Employment Type: Full-Time

Payroll Category: Administrative Staff

Visa Sponsorship Available: No

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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 OFFICER, Civil and Environmental Engineering (CEE), to provide strategic direction, planning, and management for the administrative operations of a mid-sized department in the School of Engineering. Will lead the administration of the department and manage and integrate its administrative needs in accordance with the strategic direction set by the department head; foster a collaborative environment and lead a team of administrators in all department support areas including the academic programs office, communications team, human resources, and any new initiatives or other administrative tasks as required; manage the facilities and department building infrastructure including space assignments/renovations; and oversee general operating funds and non-sponsored funds, gifts/endowment funds management, and sponsored research administration and funding. A particular focus will be placed on growing an effective and efficient sponsored research administration model to provide full-cycle sponsored research financial support to CEE faculty.

Job Requirements

REQUIRED: bachelor’s degree; at least seven years’ administrative and financial management experience in a university environment; experience with sponsored research administration and personnel management; ability to organize and manage complex programs with diverse constituents; excellent analytical, organizational, problem solving, and verbal and written communication skills; ability to work effectively with faculty, staff, and students in a collaborative environment; management and leadership experience; familiarity with academic programs and understanding of the MIT academic environment; strong working knowledge of MIT policies and procedures; self-motivation; flexibility; ability to set and achieve priorities and conduct proactive information gathering; strong computer skills, preferably including familiarity with MIT-specific applications such as SAP, Quali COEUS, Brio Query/Cognos, NIMBUS, and Roles Database; ability to work within the dynamic MIT culture; and tact in challenging situations. Job #15767-Q

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Civil and Environmental Engineering | Full-Time

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

Administrative Assistant II
(../jobDetails/jobDetail.html?jobPostId=12888&localeCode=us)
Civil and Environmental Engineering | Full-Time

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

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