

Administrative Assistant 3 MIT Energy Initiative (MITEI)

The MIT Energy Initiative (MITEI), MIT's hub for energy research, education, and outreach, is advancing zero- and low-carbon solutions to combat climate change and expand energy access. Our staff of approximately 50 people support one or more of our key functions: research, education, member services, communications, events, finance, human resources, and operations.

Position Overview

In this forward-facing role, the Administrative Assistant 3 works with MITEI senior leadership to implement operational plans and systems to support MITEI in achieving its mission and goals. The AA3 is the first point of contact for visitors to MITEI and oversees the flow of key administrative support functions to ensure efficient and smooth daily operations. The AA3 takes ownership of complex issues and inquiries and ensures they are addressed and resolved. Serves as the go-to person for MITEI staff and students, as well as MITEI members and visitors for a wide variety of questions and information.

In addition, the AA3 provides: support for a wide variety of tasks across all MITEI functional areas such as human resources, member services, education, research, financial, IT, communications and events; provides input into administration and operations procedures related to various MITEI functional teams and assists with developing and implementing new processes and procedures as needed; and is keenly aware of the intersections of the teams within MITEI and anticipates issues to ensure MITEI operates efficiently and presents to staff and visitors a professional workplace.

Principal Duties and Responsibilities (Essential Functions)

- Guides and assists MITEI staff and students through operational issues and facility requests for maintenance, as well as with planning and upkeep of office suites; acts as liaison with MIT Facilities Department and MIT Physical Security Office and manages issues to resolution. This includes keys and card access.
- Provides direct administrative support to the Director, the Deputy Director for Science and Technology and the Executive Director, including calendar management, and travel planning and reconciliation. These tasks take 25% of this person's time.
- Schedules diverse and complex appointments and meetings, accommodating multiple calendars and competing priorities. Schedules diverse and complex travel arrangements. Prepares itineraries for multiple constituents. May attend high-level meetings; records, interprets, drafts, and distributes (pending approval) minutes from said meetings.
- Composes and edits correspondence and other documents. Makes editorial changes in materials, including limited rewriting, tables, and graphics; and independently checks for accuracy of content by referencing a variety of sources and researches and gathers information for content. Independently replies to correspondence when appropriate.

with staff across MITEI and MIT.

- Supports the planning of international meetings and group travel, and maintains member and external contact databases.
- Responds to inquiries requiring an in-depth understanding of work area and MIT policies and procedures.
- As requested by the MITEI Human Resources Administrator, assumes tasks related to managing physical access to all MITEI E19 suites, keys and card access system management and maintenance, and tracking of seating charts and carrel area for students. Assists with onboarding of new MITEI hires (e.g., keys, building/room access, room renovations and facility requests).
- Manages visitor traffic, oversees the booking and maintenance of conference rooms, coordinates and oversees high-level visits and meetings, including logistics. Monitors high-traffic areas of the MITEI suite, particularly the kitchen area, keeps things stocked and clean, orders repairs/maintenance when necessary. Keeps supplies organized and stocked.

Supervision Received

The AA3 reports to the Director, Deputy Director and Executive Director

Supervision Exercised

The role does not have any direct reports

Qualifications and Skills

Works under limited supervision.

Resolves problems within own operations area and issues that may arise from external influences.

Clear communicator/writer

Excellent organization skills and attention to detail; time management important

Must be able to successfully manage multiple priorities and deadlines

Deals with confidential information and/or issues using discretion and judgment.

Minimum Required Education and Experience:

High school diploma or equivalent required.

Minimum of 5 years of administrative, office or related experience required