

Job Title:

Administrative Assistant (Office of Research Computing and Data)

Location:

Cambridge, MA; Hybrid

Position Type:

Full-time

About ORCD:

The Office of Research Computing and Data (ORCD) is an Institute-wide organization reporting to the Provost of MIT. The mission of ORCD is to provide MIT researchers with easy and efficient access to high-quality, shared computing resources. ORCD is a new administrative unit founded in September 2022 with a small but growing team of professional staff.

Job Summary:

ORCD is seeking a highly organized and detail-oriented Administrative Assistant to join our team. The ORCD Administrative Assistant will directly contribute to ORCD's mission and will be instrumental in ensuring the efficient operation of our services by managing scheduling and travel support for our faculty head and executive director; purchasing; and providing general office support. This role will report to the Program Administrator for ORCD.

Key Responsibilities:

- **Scheduling and Meeting Support (60%):**
 - Schedules complex meetings for ORCD Head/Vice-Provost and ORCD Executive Director.
 - Maintains ORCD Head and ORCD Executive Director's calendars on a day-to-day basis.
 - Attends meetings and records, interprets, drafts, and distributes meeting notes, as requested.
 - Provides occasional logistical support for user workshops and training sessions.
- **Travel Support (15%):**
 - Arranges detailed travel itineraries for ORCD Head and ORCD Executive Director for attending conferences, workshops, and offsite meetings and events. Manages travel logistics, including flights, accommodations, ground transportation, and any necessary documentation.

- Assists ORCD team members in processing travel-related expense reports in compliance with MIT policies.
- Purchasing and Procurement (10%) :
 - Maintains a well-organized inventory of office supplies and equipment, and initiates orders as required.
 - Serves as backup support for purchase orders for hardware and software, tracking deliveries and coordinating payments in line with MIT policy.
 - Serves as backup support for assisting other departments, labs, centers, and institutes in completing approved purchases for equipment hosted at the Massachusetts Green High Performance Computing Center.
- General Office Support (15%):
 - Assists in preparing detailed reports, presentations, and documentation related to ORCD services.
 - Maintains meticulous electronic and physical filing systems for ORCD documentation.
 - Plans and executes team events such as lunches and outings, at least twice per year.
 - Raises and tracks tickets for facilities or technical support.
 - Assists in onboarding new staff.
 - Assists in identifying, documenting, and implementing process improvements.

Required:

- High school diploma or equivalent
- Minimum of 3 years of administrative, office, or related experience
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Google Drive
- Strong organizational and multitasking skills, with a keen attention to detail
- Excellent written and verbal communication skills
- Ability to handle confidential information discreetly and professionally

Preferred:

- Experience with systems and tools used at MIT such as Atlas, Concur, SAP, Coupa, Confluence, Zoom, Slack, and Service Now
- Experience with video conferencing AV systems, such as OWL
- Experience with MIT purchasing and travel guidelines
- Previous experience with technical administrative teams and/or computing organizations, such as university IT departments

Physical Requirements:

- Occasional lifting and carrying of office supplies, files, equipment, or materials may be required (typically up to 20 pounds).

This is a full-time (35 hours per week) position. A hybrid schedule, with both remote and on-campus work, is available.

Employment is contingent upon the completion of a satisfactory background check.

To apply, [view the Office of Research Computing and Data Administrative Assistant 2 posting](#) (Job Number: 23795) on [MIT's job application portal](#).