Description: SENIOR ADMINISTRATIVE ASSISTANT, Haystack Observatory, to provide complex, and diverse duties in support of the Observatory Director. This includes: make complex domestic and international travel arrangements, including booking lodging and transportation (air, train, and automobile); process travel vouchers and requests for payments; plan and coordinate high-profile department events such as semi-annual Open House, Visiting Committee and NEROC Board meetings that may include making space reservations, arranging catering, invitations, travel arrangements, communications to members and invitees, etc.; exercise discretion and independent judgment in considering course of action for matters of significance; compose, edit and proofread correspondence, presentation materials, memos, letters and reports, which are often complex in nature, providing signature ready and advanced working drafts; prepare administrative reports, initiate requests for information, gather and consolidate data, and draft material; research and resolve problems, referring as necessary, but owning through completion; maintain and update manuals/procedures for Director’s Office as necessary; maintain paper and electronic filing systems; manage annual Research Education for Undergraduate and Teachers (REU, RET) NSF programs including: advertising for candidates, application review process, admission logistics, arrange housing, process stipend pay, travel arrangements, problem solving for special needs, schedule weekly lectures, and arrange student departures; write and provide data for the annual REU/RET project report obtaining input from PI’s as needed; point person for Lincoln Laboratory to coordinate and arrange Haystack space use for meetings and/or events; provide advice and assistant to Director as needed; point person for epo@haystack.mit.edu emails providing responses to inquiries including obtaining input when required. May serve as backup for the Observatory reception desk.

Requirements: Minimum of five years’ senior administrative assistant experience; excellent organizational, interpersonal, verbal and communication skills; excellent writing and proofreading skills; able to function autonomously in a highly visible position; exceptional analytical, problem solving, and critical thinking aptitude; and the ability to understand organization dynamics, collaborate with colleagues at all levels, and exercise discretion and good judgment when handling highly sensitive and confidential materials; ability to work both independently with minimal supervision and as a team player; function effectively under deadline pressure, and coordinate a number of projects simultaneously. Must possess advanced computer skills and familiarity with a Mac and/or PC; expertise with Word, Excel, SAP, Concur, and on-line calendar software; and the willingness to learn new skills and programs as needed. A bachelor’s degree and familiarity with MIT financial processes preferred.