

MASSACHUSETTS GENERAL HOSPITAL

Job Title: Staff Assistant II
Department Title: Facilities Support Services Coordinator
Date: February 2022

Job Code: 000636
Grade: 67
FLSA Status: Non-Exempt

Department/ Unit/ Section: Ragon/Facilities
Reviewed By: A Morin

Reports To: Research Facilities Director
Date last revised: February 2022

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Massachusetts General Hospital, Ragon Institute of MGH, MIT and Harvard, seeks to establish a model of scientific collaboration that links clinical, translational and basic science to tackle the greatest global health challenges related to infectious disease research.

The Ragon Institute is a results-oriented group of highly motivated scientists from the fields of immunology, virology, genetics, vaccinology, and technology development. At every level, we value intelligence, teamwork, dedication and creativity, and we're always looking for people with those skills who thrive in teams and dynamic environments.

Reporting to the Research Facilities Director (RFD), the Administrative Coordinator will provide a wide range of administrative support for the RFD and the Facilities Operations Manager (FOM). This will include calendar management, scheduling and coordinating meetings, researching and preparing materials, equipment inventory management, and serving as a key point of contact for the vendors, and other constituents in a professional, courteous, and helpful manner. Will assist with individual projects and execute a variety of administrative tasks and activities, as assigned by the RFD and FOM. Work collaboratively and efficiently, while maintaining an upbeat and positive attitude that supports the mission of the Ragon Institute.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides confidential administrative support for the Research Facilities Director, and Facilities Operations Manager (as needed), including but not limited to managing their respective schedule/calendar, scheduling meetings, arranging domestic/international travel, submitting expense reports and assisting in various projects assigned.
- Responsible for record keeping. Gathers, enters, and updates data to maintain departmental records and databases, as appropriate.
- Assists with general office coverage, including but not limited to, greeting and escorting visitors (Vendors and Contractors), creating presentations, filing, reserving and coordinating conference rooms, video and teleconferencing, and serving as back up support to the Facilities team.
- Collaborates with the Director of Facilities and Operations Manager with project management to improve institutional support, efficiency, and productivity, including planning, executing and implementing new initiatives.
- Process invoices, and vendor check requests using PeopleSoft eBuy, eCheck, and Expenses modules in accordance with MGB Policy.
- Monitor approval and pay schedule for purchase orders, wire transfers, eChecks, and Facility related expense reports.
- Serves as a point of contact with other departments, staff, vendors, and contractors on a range of specified issues.
- Assists with organizing and facilitating meetings, conferences, seminars and other special events, as required.
- Oversees the day-to-day management of supplies and equipment for the Institute, as appropriate.

- Order, track, and provide overall coordination of institute needs and supplies, including equipment purchases and upgrades. Track and provide overall coordination for equipment warranties for the institute.
- Maintain health, safety, and general signage throughout the institute.
- Maintain and update alarm contacts, working with outside vendor to maintain accurate contact information.
- Record meeting minutes, action items and notes as necessary, and distribute them to the relevant constituents in a timely fashion.
- Coordinate staff on pager duty, and process payments to on-duty pager holders.

QUALIFICATIONS:

Proficiency in MS Office and Adobe applications. Three-to-five-year experience in office and/or research or academic settings preferred. High school diploma, GED or equivalent required. Must be comfortable with both Mac and PC platforms.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Excellent calendar management skills, and the ability to manage complex operations in fast-paced environment.
- Excellent interpersonal skills needed to interact with all levels of management including but not limited to senior level MGH and Ragon Institute faculty, and administrators.
- Must have strong administrative, communication, problem solving and computer skills.
- Ability to work in a fast-paced environment, demanding strong organizational skills.
- Ability to efficiently and reliably prioritize tasks.
- Ability to anticipate any problems or issues that may arise, internal or external.
- This is a highly confidential position and it is necessary to interact with all members of the Operations staff.
- Must be highly motivated and able to proactively initiate projects.
- Ability to work with multiple deadlines and multiple priorities, as required.
- Some evening and weekend work related may be required.
- A cover letter, resume and references required.

WORKING CONDITIONS:

Location: Shared office space in the Facilities and Operations
Schedule: Hybrid-remote

APPROVAL:

(NAME)
Department Manager: _____ Title: _____ Date: _____

(NAME)
Other, As Appropriate: _____ Title: _____ Date: _____

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.