The Massachusetts Institute of Technology Arab Alumni Association (MIT AAA) is seeking a part-time administrative assistant to support its activities and board.

Title: Administrative assistant

Job description: The administrative assistant provides continuous support to the entire MIT AAA board, especially to eight committees as described below. The position requires constant communication with the board members, volunteers, MIT staff and other association stakeholders. Some of the tasks are regular and on-going in nature, while others take place on a regular but infrequent basis, in addition to expected surges in workloads for specific major events.

1. General support to the Board [average 10 hours per month]
   - Remind each board member about their task list for the coming month
   - Attend board meetings and prepare minutes of meeting

2. Support the Communication and Engagement Committee [average 10 hours per month]
   - News items: Regular posting of news items that relate to the association, coordinating with others to obtain content, managing responses, and reporting on results
   - Association website: Uploading content, updating website, synchronizing with other social media platforms, and reporting on results
   - Alumni affairs: Maintaining membership database, obtaining list of graduating students
   - Special initiatives: Assisting the Communication Committee in other initiatives that they may launch

3. Support the Scholarship Committee [average 10 hours per month]
   - Set up the collections platform for crowd funding campaign(s) (probably working with the MIT Fund office)
   - Assist with running the crowdfunding campaigns
   - Keep the scholarship webpage up to date with such things as news on new scholars, donors, etc.
   - Prepare mailing lists and contact details of donors for outreach campaigns by board members
   - Assist in sending out any communication pertaining to the scholarship fund

4. Support the Conference Committee [around 40 hours per month over a six month period, and around 80 hours per month over a three month period]
   - Research locations, venues and calendars
   - Follow up with venue, suppliers and others to finalize agreements (lodging, F&B, audio-visuals etc.)
   - Supporting maintenance of event budget
   - Follow up with speakers and others (travel, lodging, visas etc.)
   - Communication: Drafting content regarding the event for dissemination, in collaboration with Communication & Engagement Director
   - Event website: Uploading and updating content
   - Track registrations
   - Assist in development of production material

5. Support the Coordination Committees [average 10 hours per month]
   - Undertake various forms of research into clubs and MIT
● Compile information through surveys and other forms
● Update relevant databases

6. Support the Ad Hoc Events Committee [average 5 hours per month]
● Research into countries, establishing a database

7. Support the Finance Committee [30 hours during November/December]
● Coordinate with initiative owners for compilation of individual annual budgets
● Compile consolidated annual budget
● Compile annual statement

**Required competencies:**
● Meticulous and pro-active in tracking and follow-up
● Adept at conducting online research
● Strong communication skills (being courteous but firm)
● Maintaining social media accounts and content (especially Facebook, Twitter, LinkedIn)
● Maintaining and administering websites: accounts, content, formatting
● Extremely fluent in English (especially written, and spoken as well), fluency or near-fluency in Arabic preferable, French is a plus
● Skilled in the use of Microsoft Office (Word and Excel) as well as general computing skills
● Familiarity with CRM
● Ability to be flexible with regards to working hours

**Time commitment:** The job description is based on a half time load of 1,040 hours per year. While this translates to 87 hours per month, main events such as conferences will require shifting some hours so that in some months the workload may be closer to 50 hours and in others it could rise to 100 hours or more. The Administrative Assistant will be expected to maintain an approximate record of hours spent in order to ensure that a balance of hours is maintained. The Administrative Assistant may be asked to provide additional support on a pro rata basis, although additional resources may also be brought on board for major events.

**Salary base:** A fixed monthly salary will be provided (ranging between $750 to $1,250 and dependent on experience), assuming a minimum of 520 hours over a six-month period. Additional hours will be paid every six months on a pro-rata basis.

**Other benefits:** Other benefits (e.g. annual leave, any form of insurance, sick leave) will not be provided. The Administrative Assistant is expected to provide their own computer and Internet connection to carry out their duties, and to use free communication tools. Certain expenses may be covered on a case-by-case basis. Any trips for the association will be fully covered by the association.

**Place of work:** Home-based. Possible short trips (2 to 4 days) to assist in major events

**Collaboration:** The Administrative Assistant will work with and report to most of the board members, especially the Directors of Communication/Engagement, Conferences, and Scholarship Fund.