

Job Description / Job Posting

Senior Administrative Assistant

Laboratory for Translational Engineering, MIT

Job Title: Administrative Assistant 3

Position Title: Senior Administrative Assistant, Laboratory for Translational Engineering

Reports to: Professor Giovanni Traverso and Mr. Gilbert Cordova

Supports: Professor Giovanni Traverso and the Laboratory for Translational Engineering

Department: Mechanical Engineering

Work Location: MIT, Cambridge, MA

Work Arrangement: 100% in person

Weekly Hours: 40 hours/week

Position Overview

Under limited supervision, the Senior Administrative Assistant will perform complex and diverse administrative duties in support of Professor Giovanni Traverso and the Laboratory for Translational Engineering in the Department of Mechanical Engineering at MIT.

The Laboratory for Translational Engineering is a highly interdisciplinary biomedical engineering laboratory based at MIT, with major collaborations across the Broad Institute of MIT and Harvard, Mass General Brigham, Brigham and Women's Hospital, Harvard Medical School, and external academic, clinical, government, philanthropic, and industry partners. The lab develops next-generation biomedical technologies, including ingestible devices, robotic capsules, drug delivery systems, bioresorbable materials, electroceuticals, diagnostics, closed-loop therapeutic systems, and advanced biomaterials.

This is a 40-hour/week, 100% in-person position based at MIT. Regular remote work is not anticipated. The role requires consistent on-site presence to support faculty needs, lab members, visitors, meetings, travel, purchasing, reimbursements, appointments, HR-related processes, EHS/biosafety compliance coordination, space coordination, and day-to-day lab operations.

The Senior Administrative Assistant will serve as a central administrative resource for the lab, take ownership of complex inquiries and projects, coordinate across multiple institutions and stakeholders, and proactively identify and resolve administrative, operational, financial, personnel-related, compliance-related, and logistical issues.

Estimated Allocation of Effort

Percentages are approximate and may vary depending on proposal deadlines, appointment cycles, annual review periods, visa timelines, sponsor visits, inspections, and lab operational needs.

Area of Responsibility	Estimated Effort
Senior faculty, teaching, research, and executive administrative support	15%
Personnel, MechE HR, annual development reviews, appointments, renewals, visa/ISO coordination, and onboarding	18%
Calendar management, meeting coordination, travel, itineraries, and meeting follow-up	14%
Financial transactions, purchasing, reimbursements, reconciliation, and budget support	15%
EHS, biosafety, training, certification, and compliance coordination	8%
Sponsor, collaborator, multi-site, and high-profile event coordination	10%
Reports, correspondence, presentations, web content, databases, and records	10%
Office operations, space coordination, procedures, backup support, and other duties	10%
Total	100%

Principal Duties and Responsibilities

1. Senior Faculty, Teaching, Research, and Executive Administrative Support — 15%

- Provide high-level administrative support to Professor Traverso, teaching assistants, lab members, and collaborators.
- Prepare and organize materials for courses, technical reports, proposals, correspondence, presentations, research projects, sponsor updates, and academic or laboratory activities.
- Draft, compose, edit, and proofread correspondence, reports, announcements, briefings, letters, meeting materials, and other documents.
- Make editorial changes, create tables and graphics, check materials for accuracy, and gather information from multiple sources.
- Design presentations from established content and assist with preparation of materials for meetings, proposals, reviews, and special projects.

- Respond to complex inquiries requiring an in-depth understanding of lab operations, MIT policies, departmental procedures, and administrative systems.
- Take ownership of inquiries by providing explanations and instructions and ensuring issues are addressed and resolved.

2. Personnel, MechE HR, Appointments, Renewals, Visa/ISO Coordination, and Onboarding — 18%

- Serve as a key administrative liaison with the Department of Mechanical Engineering Human Resources team on personnel-related processes.
- Coordinate annual development review processes, including tracking timelines, gathering materials, scheduling review meetings, preparing or routing documentation, sending reminders, and helping ensure completion of required steps.
- Track appointment terms, appointment end dates, renewal deadlines, and required documentation for staff, postdoctoral associates, fellows, visiting scientists, students, affiliates, and other lab appointments.
- Gather information and submit requests for visiting appointments, postdoctoral appointments, student appointments, affiliate appointments, research staff appointments, and other general appointment processes.
- Coordinate renewal notices and assist with appointment and reappointment documentation.
- Interface with the MIT International Scholars Office on visa-related administrative matters for international scholars, postdoctoral fellows, visitors, and other appointees.
- Assist with collection, routing, and tracking of visa-related documentation in coordination with the individual, Professor Traverso, MechE HR, the International Scholars Office, and other relevant administrative offices.
- Monitor visa and appointment timelines and help ensure renewal or extension processes are initiated in a timely manner.
- Update and maintain electronic faculty personnel records, including eFPR and related documentation.
- Coordinate onboarding, workspace, keys, card access, orientation materials, and administrative guidance for new students, staff, visitors, postdoctoral fellows, and collaborators.
- Maintain personnel-related trackers, onboarding checklists, appointment rosters, renewal trackers, and emergency contact lists.
- Handle personnel, appointment, review, and visa-related matters with confidentiality, discretion, tact, and sound judgment.

3. Calendar Management, Meeting Coordination, Travel, and Follow-Up — 14%

- Manage complex calendars and schedule diverse appointments and meetings involving Professor Traverso, lab members, MIT colleagues, Broad Institute collaborators, Mass General Brigham collaborators, Harvard Medical School collaborators, sponsors, visitors, companies, students, and external partners.
- Accommodate multiple calendars, competing priorities, urgent requests, and time zones.

- Arrange complex domestic and international travel for Professor Traverso and, as needed, lab members, visitors, collaborators, speakers, and guests.
- Prepare detailed itineraries for multiple constituents and coordinate transportation, lodging, meeting locations, travel documentation, and reimbursement follow-up.
- Attend selected high-level meetings as requested; record, interpret, draft, and distribute minutes or action items, pending approval.
- Track follow-up items and help ensure timely completion of assigned tasks.

4. Financial Transactions, Purchasing, Reimbursements, Reconciliation, and Budget Support — 15%

- Monitor and order supplies, equipment, office materials, and other items needed to support faculty and lab activities.
- Select vendors, validate deliveries, match invoices to packing slips, and follow up on missing, incorrect, or delayed items.
- Use signature and purchasing authorization appropriately and in accordance with MIT and departmental guidelines.
- Process journal vouchers, requisitions, purchase orders, requests for payment, invoices, procurement transactions, and other financial forms using SAP and other MIT systems.
- Process travel reimbursements and other expense reimbursements using Concur.
- Assist faculty, lab members, visitors, collaborators, and guests with reimbursement documentation, receipts, travel reports, and related follow-up.
- In conjunction with ME-RAS and other administrative teams, monitor and reconcile accounting statements, investigate discrepancies, fix or route issues appropriately, and support monthly financial review and control processes.
- Assist with budget tracking, projections, expenditure analysis, record keeping, and recommendations for adjustments as appropriate.

5. EHS, Biosafety, Training, Certification, and Compliance Coordination — 8%

- Coordinate administrative support for Environmental Health and Safety, biosafety, and other lab compliance processes.
- Track required EHS, biosafety, and lab-specific training and certification requirements for lab members, visitors, and relevant appointees.
- Send reminders, maintain compliance trackers, and help ensure required certifications, trainings, renewals, and documentation are completed on time.
- Assist with preparation, routing, and maintenance of compliance-related documentation, including records related to biosafety certifications, lab registrations, amendments, inspections, and corrective actions as applicable.
- Coordinate with Professor Traverso, lab leadership, MechE administrative staff, EHS representatives, biosafety personnel, and institutional offices to support timely completion of compliance requirements.
- Help prepare for safety inspections, compliance reviews, and related administrative follow-up.
- Maintain confidentiality and accuracy in compliance-related records.

6. Sponsor, Collaborator, Multi-Site, and Event Coordination — 10%

- Assist with preparation, organization, and submission of research proposals, progress reports, sponsor updates, review materials, letters of support, biosketches, facilities descriptions, current and pending support documents, and related research-administration materials.
- Act as a liaison with research sponsors, collaborators, institutional partners, and administrative offices as needed.
- Support sponsor visits, advisory board meetings, progress reviews, programmatic updates, and multi-site collaborations.
- Coordinate meetings, visits, communications, documentation, travel, visitor logistics, and follow-up across MIT, the Broad Institute, Mass General Brigham, Brigham and Women's Hospital, Harvard Medical School, and other institutions.
- Plan and coordinate high-profile and routine events, including lab meetings, seminars, retreats, sponsor visits, collaborator visits, class activities, workshops, and special events.
- Develop invitation lists, send invitations, reserve space, arrange speakers, order refreshments, prepare materials, advertise events, manage attendee tracking, and provide in-person event support.

7. Reports, Web Content, Databases, Records, and Information Tracking — 10%

- Maintain databases, spreadsheets, rosters, contact lists, collaborator lists, visitor lists, shared documents, appointment trackers, compliance trackers, and other administrative tools.
- Research and gather information from multiple sources for complex administrative, research, operational, and special projects.
- Use web software, including WordPress or similar content-management systems, to input, update, and maintain lab web content, including personnel updates, news items, publications, events, and announcements.
- Create, organize, and maintain filing systems and shared records, including travel records, purchasing records, appointment materials, personnel-related records, compliance documentation, event records, sponsor materials, and standard templates.
- Initiate improvements to filing systems, shared documents, trackers, and administrative workflows.

8. Office Operations, Space Coordination, Backup Support, and Other Duties — 10%

- Assist in creating and maintaining a welcoming, organized, and professional office and lab-administrative environment.
- Oversee maintenance of office equipment, coordinate facilities requests, support shared spaces, manage common supplies, and serve as an on-site point of contact for visitors, deliveries, vendors, and operational needs.
- Coordinate workspace assignments, desk needs, equipment issues, keys, card access, and shared-space logistics.
- Train or guide students, temporary staff, new lab members, and other administrative contributors regarding policies, procedures, systems, and local administrative practices.
- May coordinate the work of student employees or temporary staff.

- Answer telephones, greet visitors, distribute mail, photocopy, scan, perform library and Internet searches, prepare materials, and perform other administrative, financial, and clerical duties as necessary.
- Act as backup support when other staff are unavailable and provide continuity during peak periods, events, deadlines, appointment cycles, annual review periods, visa deadlines, inspections, or urgent needs.
- Perform other duties as assigned.

Expectations for All Employees

As a member of the MIT community, the Senior Administrative Assistant is expected to support respectful, inclusive, and professional interactions. The individual will represent the Laboratory for Translational Engineering, the Department of Mechanical Engineering, and MIT with professionalism, ethics, integrity, discretion, and mutual respect toward colleagues, students, visitors, sponsors, collaborators, and external partners.

The role requires initiative, accountability, flexibility, responsiveness, sound judgment, and the ability to work independently and collaboratively. The employee is expected to remain current and proficient with relevant systems, skills, policies, procedures, and training requirements, including computer skills, and to follow applicable Environmental Health and Safety requirements.

Supervision Received

Supervision is provided by Professor Giovanni Traverso and Mr. Gilbert Cordova. The position requires the ability to perform under limited supervision, independently prioritize work, exercise judgment, take ownership of complex administrative matters, and proactively identify and resolve administrative, operational, financial, personnel-related, compliance-related, and logistical issues.

Supervision Exercised

No direct reports. May train, guide, monitor, or coordinate the work of students, temporary staff, or other administrative contributors for specific projects, events, visits, onboarding activities, appointment processes, compliance tracking, or operational activities.

Requirements

Education

High school education or equivalent required. Bachelor's degree and/or more advanced degree preferred.

Experience

A minimum of five years of administrative, office, academic, research, healthcare, or related experience required.

Experience in a university, hospital, research institute, biotech, medical, or similarly complex environment is strongly preferred. MIT experience is strongly preferred.

Required Skills and Qualifications

- Ability to work **100% in person at MIT**; regular remote work is not anticipated.
- Ability to provide a consistent on-site administrative presence each workday.
- Ability to multitask and work effectively as both a team member and individual contributor in a dynamic environment with changing priorities.
- Strong organizational, interpersonal, communication, customer service, and problem-solving skills.
- Ability to apply sound judgment, discretion, tact, diplomacy, and creativity in resolving complex administrative issues.
- Ability to work effectively with faculty, students, staff, clinicians, researchers, sponsors, executives, visitors, and external collaborators.
- Excellent attention to detail, accuracy, word-processing, editing, and document-preparation skills.
- Experience arranging complex domestic and international travel.
- Experience processing reimbursements, paying invoices, ordering supplies, supporting account reconciliations, and tracking budgets.
- Experience supporting personnel-related administrative processes, appointment tracking, renewal notices, onboarding, annual reviews, and confidential records.
- Ability to coordinate with departmental HR teams, central administrative offices, and the International Scholars Office on appointment, visa, onboarding, review, and personnel-related processes.
- Ability to track time-sensitive deadlines related to appointments, renewals, annual reviews, visas, EHS/biosafety certifications, reimbursements, reports, and sponsor activities.
- High level of proficiency with Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Experience with Google Workspace, Zoom, Dropbox or similar file-sharing platforms, and web-based administrative tools.
- Experience updating websites using WordPress or similar web-content management systems.
- Ability to identify, learn, and use new programs, software, MIT systems, and institutional procedures as needed.
- Willingness to work occasional extended hours, evenings, or weekends during peak periods, events, sponsor reviews, proposal deadlines, travel deadlines, annual review periods, visa deadlines, inspection preparation, or major administrative deadlines.

Preferred Qualifications

- Prior experience supporting a faculty member, principal investigator, physician-scientist, senior academic leader, research group, or complex laboratory.

- Familiarity with MIT systems and procedures, including SAP, Concur, procurement processes, eFPR, financial review controls, appointment processes, annual development reviews, and International Scholars Office processes.
- Experience coordinating EHS, biosafety, lab safety, training, certification, inspection, or compliance documentation in a research environment.
- Experience supporting sponsored research activities, grant submissions, progress reports, sponsor meetings, advisory board meetings, or research administration.
- Experience coordinating visitors, postdoctoral appointments, student appointments, keys/card access, space assignments, onboarding, and multi-institutional activities.
- Comfort working in an interdisciplinary environment involving engineering, medicine, biology, drug delivery, materials science, robotics, diagnostics, and translational research.
- Demonstrated ability to serve as a senior administrative resource and to train or guide others on administrative systems and procedures.

Work Arrangement

This is a **40-hour/week, 100% in-person position based at MIT in Cambridge, Massachusetts**. The position is designed to support the daily on-site needs of Professor Traverso and the Laboratory for Translational Engineering.

Regular remote work is not anticipated. Although the role will involve frequent coordination with collaborators at the Broad Institute, Mass General Brigham, Brigham and Women's Hospital, Harvard Medical School, and other external institutions, the primary work location is MIT. Occasional in-person coordination at collaborating sites or event locations may be required.

Job Posting Summary

Senior Administrative Assistant, Laboratory for Translational Engineering, Department of Mechanical Engineering, MIT

The Department of Mechanical Engineering seeks a Senior Administrative Assistant to provide high-level, complex, and diverse administrative support for Professor Giovanni Traverso and the Laboratory for Translational Engineering. The lab is based at MIT and works closely with collaborators across the Broad Institute of MIT and Harvard, Mass General Brigham, Brigham and Women's Hospital, Harvard Medical School, and external academic, clinical, government, philanthropic, and industry partners.

This is a 40-hour/week, 100% in-person position based at MIT. Regular remote work is not anticipated.

Responsibilities include serving as a central administrative resource for the lab; responding to complex inquiries; preparing course, research, proposal, correspondence, report, presentation, and sponsor materials; maintaining web content, databases, rosters, shared files, records, and filing systems; processing purchasing, reimbursements, invoices, Concur reports, and financial documentation; monitoring and reconciling accounts; scheduling complex meetings, travel, and itineraries; coordinating high-profile events and sponsor visits; supporting research proposals and sponsor interactions; coordinating with MechE HR on personnel processes and annual development reviews; interfacing with the International Scholars Office on visa-related processes; tracking appointment and renewal notices; supporting EHS and biosafety training, certification, inspection, and compliance coordination; updating eFPR; coordinating onboarding, offices, keys, and card access; maintaining a welcoming office environment; handling confidential matters with discretion; training or guiding others on administrative procedures; providing backup support; and performing other duties as assigned.

Requirements include a high school diploma or equivalent, at least five years of administrative, office, academic, research, healthcare, or related experience, excellent interpersonal and communication skills, strong organizational skills, ability to manage multiple priorities, sound judgment, discretion, experience with travel, invoices, purchasing, account reconciliation, reimbursements, Microsoft Office proficiency, website-update experience, and willingness to learn new software and MIT systems. MIT experience is strongly preferred.