

Job Posting Preview

15-Nov-2021

Staff Assistant III

Harvard Medical School

56133BR

Job-Specific Responsibilities

The Mental Health for All Lab Research Program promotes the generation of knowledge and its effective utilization with the goal of contributing to the reduction of the global burden of suffering of mental health problems through digital technology and task-sharing scale-up interventions. The mission of the GMH@Harvard Initiative is to foster a collaborative and cross-disciplinary academic community dedicated to transforming mental health of the world's population through education, research, innovation, and engagement. Both mental health programs are based in the Department of Global Health and Social Medicine and led by a DGHSM faculty member. The Staff Assistant will be responsible for performing a variety of administrative and clerical duties supporting the lead DGHSM faculty members and the staff program manager of these two programs. The individual will report directly to the Program Manager for the Lab and Initiative.

Working both independently and in collaboration with others this position will be responsible for:

Scheduling & General Administrative Support:

- Responsible for managing the senior faculty member's active calendar by scheduling and arranging appointments.
- Responsible for facilitating communications for lab faculty members' internal and external speaking and teaching engagements.
- Responsible for managing high volume of demands for senior faculty members' time, frequently consulting with supervisor to identify and resolve potential conflicts.
- Assist lab faculty members with administrative tasks relating to their academic teaching courses such as contacting guest lecturers, preparing and editing the course syllabus, and providing tech support to the course Canvas website as needed.
- Responsible for updating lab faculty members research and academic materials including updates to their CV and bio sketches
- Arrange lab faculty members' international and domestic travel and accommodations.
- Contributes to the Lab and Initiative's goals by working closely with all staff and faculty in assisting with administrative support and clerical duties as needed.
- Maintains inventory and ordering office supplies for the team as needed.
- Prepares and maintains records (financial, personnel, administrative, student), reviews documents, reports, etc., to assure compliance with University requirements and notifies supervisor of unusual situations
- Some work outside of scheduled hours will be required, due to event timing and working with collaborators across various time-zones

Events & Communications:

- Responsible for the development and distribution of all multimedia correspondence including website content, social media, weekly e-newsletters, briefings for meetings, funding proposals, and status reports for funders.
- Responsible for organizing meetings, community events, and network-building activities for students, faculty, staff, and community members of the Lab and the Initiative.
- Responsible for logistics and execution of events including travel, lodging, advertising, audio/visual, and web-based technical support.
- Responsible for handling confidential materials with a high degree of professionalism.
- Ability to professionally provide information and service to a wide range of internal and external contacts with excellent communication and interpersonal skills.

Financial Responsibilities:

- Prepares expense reports, invoices, and reimbursements for Lab faculty members and submits them in a timely manner according to Department and University requirements
- Handles financial information with confidentiality

Basic Qualifications

2+ years of experience. High school graduate or equivalent, preferably with some general business training beyond high school.

Additional Qualifications and Skills

Bachelor's or Associate's degree preferred. Excellent interpersonal and communication skills are required. The ideal candidate must be well organized, able to prioritize, use discretion with sensitive or confidential information and manage multiple assignments simultaneously. Competency using a variety of applications such as Adobe Pro, Microsoft Office, Outlook Calendar and the confidence to adapt/learn if not familiar with an application. Ability to work collaboratively and with individuals from diverse backgrounds. Ability to adapt and remain flexible in a changing environment.

Skills and Experience: Two years of related work experience preferred. Prior experience working in higher education or similar settings is a plus.

Additional Information

This is a 12-month term appointment with the possibility of renewal contingent on funding.

This Staff role may start as a remote position due to the COVID-19 pandemic and while restrictions are still in place. The current remote nature of this role is considered temporary and may change as the University continues to evaluate options. While we continue to monitor the evolving COVID-19 guidelines, local on-campus work may be expected for some roles. Harvard Medical School does support flexible schedules, subject to individual departments' business needs.

Harvard requires COVID vaccination for all Harvard community members. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement, exemptions, and verification of vaccination status may be found at the University's "COVID-19 Vaccine Information" webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

Please note that we are currently conducting a majority of interviews and onboarding remotely and virtually. We

appreciate your understanding.

We are committed to cultivating an inclusive workplace culture of faculty, staff, and students with diverse backgrounds, styles, abilities, and motivations. We appreciate and leverage the capabilities, insights, and ideas of all individuals. [Harvard Medical School Mission and Community Values](#)

Harvard University offers an outstanding benefits package including:

- Time Off: 3 - 4 weeks paid vacation, paid holiday break, 12 paid sick days, 12.5 paid holidays, and 3 paid personal days per year.
- Medical/Dental/Vision: We offer a variety of excellent medical plans, dental & vision plans, all coverage begins as of your start date.
- Retirement: University-funded retirement plan with full vesting after 3 years of service.
- Tuition Assistance Program: Competitive tuition assistance program, incredibly affordable classes directly at the Harvard Extension School, and discounted options through participating Harvard grad schools.
- Transportation: Harvard offers a 50% discounted MBTA pass as well as additional options to assist employees in their daily commute.
- Wellness options: Harvard offers programs and classes at little or no cost, including stress management, massages, nutrition, meditation, and complementary health services.
- Harvard access to athletic facilities, libraries, campus events, and many discounts throughout metro Boston.

The Harvard Medical School is not able to provide visa sponsorship for this position.

Not ready to apply? Join our Talent community to keep in touch and learn about future opportunities!

<https://app.jobvite.com/TalentNetwork/action/campaign/w/NzM2NjU>

Job Function

General Administration

Location

USA - MA - Boston

Job Code

403033 Staff Assistant III

Sub-Unit

Department

Global Health and Social Medicine

Time Status

Full-time

Salary Grade

053

Union

55 - Hvd Union Cler & Tech Workers

Pre-Employment Screening

Identity

Schedule

35 hrs. per week | Monday - Friday | 9:00 am - 5:00 pm

Commitment to Equity, Diversity, Inclusion, and Belonging

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

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