

Senior Executive Assistant

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Overview

Harvard University's [Opportunity Insights](#) (OI) seeks a bright, multi-tasking, self-motivated, and experienced professional to be the **Senior Executive Assistant** to Opportunity Insight's founding Faculty Director, Raj Chetty. The role will serve as a seamless extension for Professor Chetty, acting as a spokesperson and first-line communicator with high-level internal and external contacts, orchestrating complex administrative duties, and providing proactive research administration support. The position will play a key role within OI's administrative team and will report to OI's Assistant Director of Administration. The position requires continuous attention to minute details while simultaneously maintaining high-level oversight and the ability to continually adjust priorities to manage competing demands on Professor Chetty's time and resources.

OI is a nonpartisan research and policy institute focused on improving economic opportunity. OI seeks to restore the American dream of upward mobility by identifying solutions to give children of all backgrounds better chances of rising up in the income distribution. Founded in 2018, OI has become a nationally- and internationally- recognized leader in the science of economic mobility and in the use of large administrative data to understand and address inequality. OI has published seminal work on national trends in upward mobility, racial disparities, the role of neighborhoods, higher education, and social capital in upward mobility, and other areas. To complement this research, OI has developed data resources including the [Opportunity Atlas](#), the [Social Capital Atlas](#), and the [Economic Tracker](#) to support evidence-based policy and practice.

Responsibilities

Serve as Primary Liaison to Faculty Director's Engagements and Communications

- Serve as the principal administrative contact for Faculty Director's correspondence (phone, email, and in-person) with research collaborators, funders, administrators, and others from academia, government, and private sectors. This includes inbox management, providing first line communication for inbound requests, and proactively triaging, tracking, and following-up on requests.
- Compose, prepare, and edit Faculty Director correspondence and communication (e.g., email, letters, reports, memoranda, etc.) in a timely fashion, with accuracy, and in a tone and style consistent with the Faculty Director's preferences.
- On behalf of the Faculty Director, greets visitors and manage other arrival and visit details.
- Participate in pre-event meetings for upcoming presentations, conferences, and other engagements in order to identify key themes, logistics, and other pertinent advance

information for the Faculty Director and to provide early representation on behalf of the Faculty Director.

Oversee Complex Calendar Management and Travel Arrangements

- Manage extremely active, complex calendars, including scheduling appointments with students and others; coordinating room reservations, audio-visual set-up, and catering arrangements as necessary; and preparing documents for meetings. Facilitate engagement and scheduling with numerous external stakeholders including CEOs, foundation leaders, elected officials, professors, and other high-profile contacts. Maintain and schedule office hours for 50+ students as well as schedule one-time and recurring research meetings.
- Review, assess, and route meeting requests, answer and monitor follow-on correspondence, and manage all related scheduling activities.
- Determine Faculty Director's preferences for meetings and plan accordingly, keeping Faculty Director well informed of the schedule and other changes. Maintain flexible and proactive scheduling systems to accommodate shifting calendars and priorities of the Faculty Director, senior university leaders, and external constituents.
- Coordinate complex travel arrangements including preparing itineraries and documents to facilitate Faculty Director's travel; assessing different itineraries for cost, convenience, and faculty preferences; coordinating with external constituents on sponsored travel arrangements; and arranging for travel visas. Ensure that all travel arrangements are made in accordance with University guidelines and grant policies.
- Prepare and process expense reimbursements and honoraria in a timely and accurate manner and in accordance with University guidelines and platforms. Track outstanding faculty expenses, from purchase to payment. Prepare purchase orders and expense reports and ensure appropriate use of funds for reimbursements, travel expenditures, and payables.

Teaching and Research Administration Assistance

- Assist in the preparation of documents for articles, teaching, and research materials, which may include proofreading, formatting exhibits, and citation support.
- Support the Faculty Director when they are teaching including assembling and editing syllabi, preparing materials and presentations for class, and as needed, providing virtual and on-site support during lectures.
- Assist with preparing copy and exhibits for publication or submission of grant proposals and/or reports.
- Coordinate Institutional Review Board (IRB) and data security protocol compliance with internal research partners and external University offices.

General Faculty Support

- Coordinate Faculty Director's research activities by serving as the principal administrative contact for members of the research group.

- Maintain Faculty Director's CV and individual and course websites; assist in website development for special events and/or research activities.
- Prepare and coordinate job market evaluation reports and letters of recommendation for faculty, students, and other collaborators.
- Arrange both small and large internal- and external-facing meetings, special events, and activities including student and faculty dinners, admitted student gatherings, seminars, and support for OI-sponsored convenings.
- Facilitate publication permissions, copyright registrations, and facilitate signature requests.
- Perform basic online research (biographical and other background information on upcoming meeting attendees, etc.); retrieve books, articles, and other information.
- Compile comprehensive, advance briefing materials and ensure materials are available in well-managed online environments.
- Maintain accurate and organized files and systems for Faculty Director's contacts, documents, financial reports, and other work areas.
- Gather and analyze information required for administrative reporting including faculty time and effort reporting and other reports specified by University guidelines and processes.

Organizational Support

- Work effectively with OI's collaborative, cross-functional administrative and research teams.
- Provide back-up for administrative staff on matters pertaining to event and meeting management, building support, and other organizational supports and duties as assigned.

Requirements

Basic Qualifications

- Undergraduate degree in a relevant field required.
- Minimum 5-7 years administrative experience to senior/executive-level staff with increasing levels of responsibility and independence.
- Demonstrated experience with a range of programs within Microsoft Office.

Specific Job Skills

- Advanced understanding and experience with administrative functions, processes, and systems.
- Excellent organizational skills, impeccable attention to detail, and proven experience thriving in a fast-paced worked environment where demands may need to be reprioritized frequently.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work well with a team while also making decisions independently, to exercise discretion and judgment in areas of responsibility.
- Enthusiasm for creative problem solving and for juggling multiple tasks under tight deadlines.
- Familiarity and experience working within academic and/or corporate administrative systems.
- Demonstrated experience with project management and handling dynamic projects with multiple collaborators.

Additional Competencies and Skills

Must be a professional, proactive, creative, collaborative, and conscientious individual. Additional competencies include:

- Proven ability to handle sensitive material and information with discretion.
- Ability to prioritize conflicting needs, handle matters expeditiously, and follow through on projects to successful completion, often with deadline pressures and while juggling multiple requests.
- Familiarity with mobility and economic research.

Location

Cambridge, MA (Hybrid arrangements may be possible for this position.)

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.

How to Apply

Please apply through Harvard's [online portal](#). To be considered for this position, a cover letter and resume must be submitted. A skills assessment will be required as part of the interview process. **This position will remain open until filled; however, we encourage applicants to apply as soon as possible to ensure full consideration.**

Compensation

Harvard's salary grades and ranges can be found [here](#). This position is classified at level 55.

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.

Key Terms

Executive support; executive administrative; administrative assistance; administration; travel management; calendar management