



Position: Executive Assistant to the Deputy Director (Non-exempt 40 hours per week)

Reports to: Deputy Director

Location: Mathematical Sciences Research Institute

17 Gauss Way  
Berkeley, CA 94720-5070

### **Summary**

The Mathematical Sciences Research Institute (MSRI) is one of the world's preeminent centers for research in the mathematical sciences and has been advancing knowledge through mathematical research since 1982. It is located near Grizzly Peak Boulevard, with spectacular views of San Francisco Bay and the UC Berkeley Campus.

MSRI brings foremost mathematical scientists from around the world to work together in an environment that promotes creativity and effective collaboration. Located in a place of great natural beauty overlooking the San Francisco Bay, the Institute hosts some 1,700 mathematicians each year, for stays of up to one academic year. The Institute works for inclusiveness, and has many programs designed to enhance the participation of women and under-represented minorities.

The Executive Assistant to the Deputy Director provides comprehensive administrative support for the Deputy Director. Major duties include calendar management, project tracking, writing and editing, correspondence, and travel arrangements. The ideal candidate must be an organized, detail-oriented, self-starter with excellent writing skills. They should be able to complete tasks with little supervision and should have a friendly and helpful disposition as well as possess a willingness to assist with any task.

### **Job Duties and Responsibilities**

- Manage and coordinate the Deputy Director's calendar ensuring that meetings are scheduled and cancelled based on knowledge of the subject and attendees, with the objective of minimizing event and meeting congestion
- Ensure that all necessary documentation relating to meetings, including information on attendees, is organized and brought to the Deputy Director in a timely manner, such as agendas, briefing notes, handouts, etc.
- Monitor Deputy Director's correspondence (regular and email) for follow-up and completion of tasks; alert Deputy Director of important, timely matters
- Monitor Deputy Director's Task Lists for timely completion
- Arrange videoconference calls and phone appointments
- Coordinate and make travel, hotel, and meal reservations
- Collect receipts, complete expense reports, and code monthly credit card statements
- Perform general administrative tasks including but not limited to report preparation, answering phones, copying and distributing materials, organizing paper and electronic files, filing documents accordingly, and shredding confidential documents as instructed

- Serve as point person for Deputy Director's office events including set up/wrap up and greeting visitors
- Track and manage projects as directed by the Deputy Director

### Qualifications

- Associate or Bachelor's degree is desired
- Three years' experience in the role of Executive Assistant, or Administrative Assistant required
- Experience in day-to-day operations of a nonprofit organization; experience within an academic environment desirable
- Outstanding organizational, planning, project management and interpersonal skills
- Foreign language knowledge desirable, but not a must

### Technical Skills

- Excellent computer skills, proficient at using Microsoft Office (Word, Excel, Outlook) Zoom, project management software with experience using SmartSheet a plus
- Proficiency with all components of Google Suite – Specifically Gmail, Google Calendar, Drive, Documents, Forms and Sheets
- Ability to multitask and prioritize in order to complete projects in a timely manner
- Ability to exercise judgment and discretion pertaining to sensitive or confidential matters
- Some lifting, carrying, pushing, and/or pulling

### Personal skills

- Positive can-do attitude with demonstrated initiative
- Excellent written and verbal communication skills
- Excellent attention to detail
- Very organized, structured and efficient
- Ability to multitask and prioritize
- Ability to independently problem solve

### Compensation

\$26 - \$37.75 per hour. This is a full-time non-exempt position with a competitive benefits package. Salary commensurate with experience. **This position is partially funded through a grant from the National Science Foundation (NSF)**

### APPLYING FOR THIS POSITION

Please submit your intention to apply by responding to this ad (via email) using the subject line **MSRI Executive Assistant** addressed to [personnel@msri.org](mailto:personnel@msri.org). Include as attachments (in MS Word or Adobe Acrobat file format), the following 5 items of information. Only complete applications will be considered.

- Cover letter
- Resume
- Writing sample
- Three business references
- Date available