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24-Jan-2019

Staff Assistant III (Program Assistant)

Harvard T.H. Chan School of Public Health
48151BR

Job Code

403033 Staff Assistant III

Duties & Responsibilities

The Department of Epidemiology, at the Harvard T.H. Chan School of Public Health, studies the frequency, distribution, and determinants of disease in humans, a fundamental science of public health. In addition to pursuing ground-breaking global research initiatives, we educate and prepare future medical leaders and practitioners as part of our mission to ignite positive changes in the quality of health across the world.

The Program Assistant performs an array of diverse duties, while providing comprehensive administrative support to Dr. Elise Robinson, a psychiatric epidemiologist. Dr. Robinson's work encompasses a wide range of projects including, but not limited to: 1) Study of the genetic characterization of neurodevelopmental disorders in sub-Saharan Africa (Kenya and South Africa) as part of the Stanley Center Global Neuropsychiatric Genetics Initiative; 2) Development of a free open-access phenotyping tools for use in neuropsychiatric genetics 3) Study of individuals at risk for neuropsychiatric disorders. Dr. Robinson's Assistant will be expected to anticipate and initiate actions to ensure smooth operation of these multiple programs. The job will require developing a working knowledge of three institutes: the Harvard T.H. Chan School of Public Health, the Stanley Center for Psychiatric Research at the Broad Institute, and Massachusetts General Hospital's Analytics and Translational Genetics Unit. Dr. Robinson's Assistant will function as a contributor, coordinator, and team member in the innovative field of psychiatric genetics.

Duties and responsibilities include, but are not limited to, the following:

- **Scheduling:** Schedules appointments and group meetings per direction of Dr. Robinson, in coordination with internal and external parties. Locates venues for meetings, provides directions, and meeting materials. May be asked to maintain additional calendars for group projects, including tracking the leave of other group members. Sets up international conference calls using a variety of technologies (Zoom, Skype, Conference America) and ensures the distribution of agendas ahead of time.

- Sponsored Research: Works in collaboration with the Sponsored Research Team to compile data and resources needed for grant applications and maintenance. Prepares, proofreads and submits technical reports and grant related material or manuscripts. Maintains biographical sketch/CV for Dr. Robinson and other staff as directed.
- Meeting and Event Coordination: Plans and coordinates meetings, seminars, conferences, consortiums and special events related to HSPH, Broad and MGH. Coordinates with external sources to accomplish activities of limited complexity, such as obtaining bids from vendors; selecting menus and arranging for room setup for on-site and off-site meetings; Coordinates with Facilities and Communications/Events to make sure appropriate equipment/technology have been set up.
- Travel Coordination: Makes domestic and international travel arrangements for Dr. Robinson, members of her research team and visitors including arranging for visas, flights, hotels, rental cars and mobile phones. Maintains files on preferences, past itineraries and other travel related materials.
- Financial and Operations: Liaises with grant managers to track spending on different budget lines. Responsible for reconciling corporate card transactions on a monthly basis for Dr. Robinson and other team members and handling other reimbursements. Understands administrative policies and procedures, including catering guidelines, and how to purchase from external.

Duties and Responsibilities will be continued in the "Additional Information" section.

PLEASE NOTE: This position has a term end date of 1 year from date of hire, with the possibility of renewal.

Basic Qualifications

- 3+ years of related experience; a combination of education and experience may be considered

Additional Qualifications

- Bachelor's Degree is strongly preferred
- Experience with Microsoft Office Suite preferred
- Excellent written and verbal communication skills, including with non-native English speakers, preferred
- Highly organized with strong attention to detail and accuracy preferred
- Experience working with minimal supervision and taking initiative preferred
- Experience team player and interact effectively with all levels of institute staff preferred
- Experience using a variety of computer software and comfortable with learning new software/technology preferred

Additional Information

Duties and Responsibilities continued:

- General Support: Collaborates with other administrative and operational support staff within own area or throughout the organization to accomplish routine activities, such as ordering supplies, obtaining approvals, arranging for document duplication and equipment repair.
- Training: Increases knowledge throughout year by participating in offered training and tutorials.
- Other Responsibilities: Performs other duties as assigned. Provides support to other organizational AA's. Participates in on-board and training process for new administrative staff as assigned.

PLEASE NOTE: This position has a term end date of 1 year from date of hire, with the possibility of renewal.

The Harvard T.H. Chan School of Public Health is dedicated to building a diverse community of individuals who are committed to contributing to an inclusive environment – including fostering respect for all, serving the greater good, and welcoming individuals from diverse backgrounds, experiences, and perspectives. To learn more about the Chan School's mission, objectives, and core values, please visit our website [here](#).

Harvard offers an outstanding benefits package including:

Time Off: 3- 4 weeks paid vacation, paid holiday break, 12 paid sick days, 11.5 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, \$40 per class 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 complimentary health services.

Harvard access to athletic facilities, libraries, campus events and many discounts throughout metro Boston.

Join the Harvard T.H. Chan School of Public Health to support our mission of health research and education, and to be a part of the oldest institution of higher learning in the country!

Job Function

General Administration

Sub-Unit

Location

USA - MA - Boston

Department

Epidemiology

Time Status

Full-time

Union

55 - Hvd Union Cler & Tech Workers

Salary Grade

053

Pre-Employment Screening

Identity

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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