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**Position Title:** Part-time Administrative Assistant (<17.5 hours per week)

**Posting Date:** 1/30/26

**Job Description:** The Administrative Assistant will provide comprehensive administrative support to senior faculty and administration, serving as a critical bridge between the Harvard T.H. Chan School of Public Health and Massachusetts General Hospital (MGH). This role is essential for the seamless operation of joint research studies, grant submissions, and trainee programs. The successful candidate will be a proactive problem-solver with exceptional organizational skills. There is potential for this position to grow into a full-time role. The candidate will work closely with the lab manager on all tasks.

## Core Duties:

### *Grant Support:*

- **Proposal Preparation:** Assist Principal Investigators (PIs) and Grant Managers with the administrative components of grant submissions (NIH, NSF, Foundations).
- **Documentation:** Gather, format, and update critical grant documents, including Biosketches, Other Support pages, and Facilities & Resources descriptions, ensuring compliance with current NIH/sponsor formatting guidelines.
- **Reference Management:** Assist with bibliography compilation and reference formatting for grant narratives and progress reports.
- **Post-Award Support:** Assist with non-financial post-award activities, such as tracking reporting deadlines and assisting with annual progress report (RPPR) administrative data entry.

### *Complex Calendar Management:*

- **Manages dynamic calendars** for senior faculty, coordinating high-volume meetings across multiple institutions.

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- Expertly handles global time zone coordination for international collaborators.
  - Anticipate scheduling conflicts between clinical obligations at MGH and academic/research commitments at HSPH, proactively resolving them based on shifting priorities.
  - Coordinate travel arrangements (domestic and international) and prepare expense reports (Concur).

*Cross-Institutional Coordination (HSPH & MGH):*

- Serve as the administrative liaison for collaborative projects involving both HSPH and MGH.
- Provide administrative support for trainees (fellows, residents, and doctoral students) working across both sites, assisting with onboarding logistics.
- Coordinate meetings and seminars that involve stakeholders from both institutions, managing room reservations and access clearance where necessary.

*Document, File & Information Management:*

- Signature Facilitation: Act as the gatekeeper for signature requests on grant assurances and contracts; apply digital signatures (Adobe Pro/DocuSign) and ensure proper routing.
- Cloud Storage: Manage data integrity across multiple platforms; specific expertise in organizing and syncing files via SharePoint, Dropbox, and Box is required to support various research teams.
- Maintain robust electronic filing systems for active grants and historical project data.

*Basic Qualifications*

- 3+ years of related administrative experience.
- Education beyond high school may count toward experience.

*Additional Qualifications*

- Technology Skills: Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) is required.
- File Management: Optimal candidates will possess strong experience with cloud-based collaboration tools, specifically SharePoint and Dropbox.
- Grant Experience: Prior experience with grant preparation (specifically NIH Biosketches and Other Support) is strongly preferred.
- Institutional Awareness: Experience navigating between clinical (MGH) and academic (HSPH) settings is highly desirable.



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- Organizational Skills: Demonstrated ability to prioritize work in an environment with multiple and conflicting interests; ability to track tasks across different physical locations.

#### *Working Conditions*

- Work is performed in an office setting in the Longwood Medical Area.
- The position requires availability Monday through Friday to align with business hours and grant deadlines at both institutions.

#### *Application Instructions*

- Please include your CV/resume and a cover letter detailing your relevant experience and include these documents as attachments in an email to [mlab@hsph.harvard.edu](mailto:mlab@hsph.harvard.edu).
- Please use “Application for Part-time Administrative Assistant\_Your First and Last Name” (ex. Application for Part-time Administrative Assistant\_Jane Smith”) as the subject line.

