

MIT Position Description

Job Title: Administrative Assistant 2	Position Title: Administrative Assistant 2
Pay Grade: 5	% Effort or Wkly Hrs: 37.5 hours/week
Department: VPR - ISchO	
Date: October 2026	

Position Overview

The International Scholars Office at MIT (ISchO) provides services to approximately 2000 international faculty, research staff, visitors, and their families from 90+ countries each year.

Principal Duties and Responsibilities (Essential Functions*)

- Act as “Alternate Responsible Officer” for MIT's Exchange Visitor Program. Screen and process requests from assigned DLCIs for J-1 Exchange Visitor visa sponsorship.
- Communicate with DLCI HR administrators through the ISchO Portal, by phone and through email, to clarify and confirm needed information. Process J-1 requests in the ISchO Portal and Sunapsis. Schedule issuance dates and issue Forms DS-2019. Notify DLCIs of issuance dates, digitally sign and upload DS-2019s and instructions to scholars’ Sunapsis records.
- Review requests and pass cases that involve policy, financial, or other complicating issues to advisors, with your comments and questions, for further investigation. Keep track of cases passed and follow up with advisors, as needed.
- Monitor scholar anticipated arrival dates. Amend records/start dates/funding information, as required, when arrival/visa issuance delayed.
- Download/review SEVIS alert list bi-weekly. If a scholar’s arrival will be delayed for more than 30 days, amend program dates.
- Review reports (H-C-T, tickler reports, and others), and/or info received through data feed, as needed, to investigate discrepancies with the scholar and the DLCI HR administrator, confirm/update scholar data, and prepare for e-tickers.
- Validate and complete records in Sunapsis or SEVIS RTI.
- Review immigration documents prior to scholar travel, provide travel signatures. Refer complex or non-routine travel questions to advisors.
- Screen and process J-1 visa sponsorship transfers into and transfers out from MIT: communicate with other institution and MIT DLCI, collect appropriate information and documentation through ISchO Portal, coordinate appropriate timing of transfer in SEVIS system, do “transfer” function in SEVIS on the appropriate date, for transfers into MIT: upload DS-2019 from batch to Sunapsis record, notify scholar to download new DS-2019, process scholar registration in Sunapsis.
- Process requests for J-1 reimbursement letters, with assistance from advisors as needed.



- Process registrations for newly arrived international scholars and their families in Sunapsis. Provide information/guidance, as needed. Ask unregistered scholars to register through ISchO Portal. Confirm scholars have signed up for orientation in ISchO Portal.
- Reception: Answer phones, screen calls, handle walk-in inquiries, requests for travel signatures, answer questions related to campus services and offices, ISchO Portal, tax resources, travel (as appropriate), and other information. Consult advisors for support, when needed.
- Assist in planning workshops, training sessions, receptions and other programming activities, including coffee hour with ISchO advisors. Reserve function rooms, order audiovisual equipment, refreshments and room set-ups, prepare handouts, occasionally assist in presenting: Welcome Receptions, DLCI contacts workshops.
- Process incoming and outgoing mail. Draft Fedex labels upon request.
- Read, reply to and/or distribute incoming ischo@mit.edu emails.
- Data Entry: Update and maintain records of international scholars in Sunapsis. Review data submitted by scholars through ISchO Portal and clarify/edit data, as needed.
- Perform general clerical work: copying, scanning, creating and editing Microsoft Word, Excel, and PowerPoint documents, general filing, and other duties, as assigned.
- As needed, suggest updates to ISchO informational and template emails, website, and other outlets.
- Update appropriate sections of office procedures and data entry manuals on an ongoing basis.
- Maintain manuals for office equipment, schedule equipment repairs and preventative maintenance.
- Schedule staff meetings, draft agendas, and write meeting notes.

Qualifications and Skills

REQUIRED:

high school diploma or its equivalent; three years' work experience; desire to work with international populations; experience with database record-keeping/reporting and MS Office, including PowerPoint and Excel; excellent organizational skills, meticulous attention to detail; good oral and written communication skills; discretion with confidential information; ability to set priorities, multitask, handle a high work volume, collaborate as part of a team, and work independently.

PREFERRED: bachelor's degree, preferably in intercultural relations, international studies, or related area; SEVIS experience; familiarity with Sunapsis, Terradotta, or other database systems; work experience in academia and abroad.

This is a full-time position, primarily on-site with the possibility of one remote day per week. Candidates must be willing to work at the ISchO location on campus. U.S. citizenship or lawful permanent resident status and a Criminal Offender Record Information (CORI) background check are required (per U.S. Department of State, J-1 Exchange Visitor Program regulations).

* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.