



MIT Position Description

Job Title: Communications & Mktg Administrator 1	Position Title: Communications Coordinator, Student Life Office
Reports to: Director, Action Learning Office (ALO)	% Effort or Wkly Hrs: 100%
Department: Student Life Office	

Position Overview:

The Student Life Coordinator manages branding, communication and assessment initiatives, and coordinates department and student events within the Student Life Office at the MIT Sloan School of Management. This includes serving as department technology coordinator, coordinating department communication initiatives, coordinating and managing assessment processes and projects, managing some student club processes, and managing and implementing departmental events.

Principal Duties and Responsibilities (Essential Functions):**

40% Communication: The Coordinator is responsible for maintaining the external Student Life website, internal MySloan sites, Student Life sections of Admitted students’ sites, departmental and school-wide events calendars, producing and distributing a weekly announcements newsletter and work in Camtasia to develop instructional videos.

20% Branding: Coordinator will work to maintain and create visual identity for Department events and initiatives as well as work with student groups to maintain brand guidelines.

5% Assessment: The Coordinator is responsible for designing and improving systems to gather data on department events and services as well as coordinating regular internal and external reporting of this data. This person also oversees the servicenow workorder system.

15% Student Club Processes: The Coordinator is responsible for overseeing various student club operations and processes, including club listservs, account viewing rights, space reservation approvals, MySloan access rights. This person also serves as part of a team that manages and assists with student club financial processes.

20% Student and Department Events: The Coordinator serves as part of a team of professionals who design and deliver major departmental events (e.g. OneSloan events, C-Functions, seasonal events). The Coordinator also assists with student leadership training events and programs. This person as well as other team members are responsible for staffing events, many of which take place in the evening or on weekends.

Supervision Received: The Coordinator will report to a Senior Associate Director of the Student Life Office.

Supervision Exercised: Occasional, project-related supervision of temporary or contract workers is required.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree required
- Minimum 1 year of communication experience



- Successful candidates will have minimum 3 years of professional experience
- Exceptional interpersonal, communication (oral and written) skills, proofreading ability
- Highly motivated and dedicated individual with strong organizational and interpersonal skills
- Strong commitment to customer service in a management education environment
- Demonstrated initiative combined with strong team skills
- Demonstrated ability to work effectively with people of diverse cultures and backgrounds
- Excellent written and oral communication and presentation skills
- Experience with web design and graphic design (Drupal, Camtasia, Indesign)
- Experience using Excel and PowerPoint to analyze data and build compelling presentations
- Ability to staff evening and weekend events as needed, with consideration given for remote work accommodations as well.
- Flexibility, resilience, adaptability are essential

PREFERRED EDUCATION AND EXPERIENCE:

- Experience working in a higher education institution or similarly structured environment
- Survey design and execution skills; Qualtrics skills a plus

Competencies:

- Strong desire to **Contribute** – manages ambiguity and navigates change; demonstrates desire and drive for learning; is self-directed and proactive
- Willingness to **Collaborate** – works toward team success; collaborates with others; communicates openly and effectively
- Passion to **Engage** within the community – act with caring and a sense of community; fosters innovation and experimentation; builds diversity and inclusion
- **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness

** 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.