



Job Title: Events Planner 2	Position Title: Assistant Director for Community Engagement, Events & Leadership
Reports to: Senior Associate Director	% Effort or Wkly Hrs: 100%
Department: Student Life Office	Prepared by:

Position Overview:

MIT Sloan Student Life Office seeks to hire an Assistant Director who will work as part of a larger team that creates a vibrant student experience outside the classroom, specifically managing programs and initiatives that provide students with the unique option to enhance their education through club leadership and community engagement. The Assistant Director will have direct oversight for signature programs including Wellness Days, Meet the Suite, Teaching Awards, and oversight for 5+ student led conferences. The Assistant Director for Student Life works to guide MIT Sloan graduate students in designing and delivering events, including club events and conferences. This includes creating and maintaining training programs for student leaders as well as supporting materials. Additionally, the Assistant Director will advise student leaders and support the development and implementation of formal co-curricular student leadership programs for graduate students at Sloan. The Assistant Director designs, delivers operations and logistics for event planning as well as student travel. This person also advises student groups on planning student conferences, hackathons and competitions during the Spring semester. This role works closely with the Finance Coordinator to manage student requests for reimbursement, travel and maintenance of student club accounts. They will also be responsible for managing student club processes including new club approval, funding, and dues payment.

The MIT Sloan Student Life Office (SLO) works to advance a student body that focuses on care, community and contribution. It does so in three major areas: 1) designing and delivering community-building events for the Sloan graduate student community; 2) overseeing and supporting student organizations and the initiatives they run (including Sloan Senate, clubs, study tours, treks, and conferences); and 3) by providing programs and services designed to support a respectful and caring student culture and enhance individual and group engagement, inclusion, and satisfaction.

Expectations for time/work on campus:

Our office has adopted a flexible work schedule, and we have a schedule for working in the office or in person. The person in this role should expect to work in the office 3-4 days per week depending on the needs of the office during various times of the year.

Principal Duties and Responsibilities (Essential Functions):** (include percentages to equal 100%)

Event Management – 85%

Major Student Events: The Assistant Director will serve as part of a team of professionals who design and deliver major departmental events in close partnership with the Associate Directors. This includes 15-20

conferences and case competitions per year, student Senate-sponsored events such as Sloan Olympics, volunteer service events, and miscellaneous club events. This person, as well as other team members, is responsible for staffing events, many of which take place in the evening or on weekends.

Student Leadership: The Assistant Director also manages student club operations and processes, including new club approval, funding, dues payment, and other financial processes. Liaise with stakeholders to understand needs and make recommendations.

The Assistant Director designs and delivers written, electronic, and in-person training on a variety of leadership and event management topics at multiple points in the planning cycle.

- 25% - Manage and coordinate large-scale events, specifically operations and logistics for:
 - Fall and Spring galas
 - C-Functions (Cultural Celebrations)
 - Boat Cruises
 - Travel and planning for domestic/international Treks and Study Tours
 - Sloan Olympics
- 25% - Manage and implement smaller-scale, recurring events that aim to promote care and community engagement for Sloan students: (for example: Wellness Days, Barn Babies, Meet the Suite, Sloan Olympics, The Yarn, and other initiatives)
- 25% - Advise assigned clubs and organizations for conferences, hackathons and competitions, and guide students on inviting high profile guest speakers to campus. Potential conferences may include:
 - 100K Competition
 - Sustainability Hackathon
 - Hack for Inclusion
 - Case competitions
- 10% - Collaborate with Finance Coordinator on:
 - contracts for upcoming events
 - Assist with student requests for reimbursement, travel and maintenance of student club accounts

Systems and Assessment – 15%

The Assistant Director, in collaboration with the rest of the Student Life team, will have responsibility for measuring student engagement and impact via Senate and club initiatives. They will design and administer surveys, analyze and report findings, and design other systems as needed to generate data about Student Life programs and services to present to senior leaders on an ongoing basis.

*Other duties as assigned or required.

Supervision Received:

The Assistant Director will report to the Senior Associate Director of Student Life

Supervision Exercised:

This role may have supervisory responsibilities in the future for full or part-time staff.

Qualifications & Skills:

Required:

- Bachelor's degree
- Minimum 3 years of experience in events planning with demonstrated ability to manage large-scale, complex events with multiple stakeholders from different parts and levels of the organization or project/program management experience
- A strong knowledge of and interest in graduate professional education
- Highly motivated and dedicated individual with strong organizational and interpersonal skills
- Demonstrated commitment to supporting individual and team learning, growth, development
- Demonstrated ability to work effectively with people of diverse cultures and backgrounds
- Excellent written and oral communication and presentation skills
- Ability to staff evening and weekend events
- Availability to travel internationally
- Ability to work independently and with a team

Preferred:

- Experience using Excel and PowerPoint to analyze data and build compelling presentations
- Financial management skills; experience with SAP a plus
- Great people skills and a positive attitude

Competencies:

1. **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
 - a. Reacts with resilience, a positive attitude, and a willingness to learn in response to challenge and change
 - b. Proactively identifies problems and opportunities for change, then implements solutions when appropriate
2. **Is self-directed and proactive** while advancing work and achieving results
3. **Works towards team success** with humility, as both a member and a leader of formal and informal teams
4. **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
5. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school
6. **Acts with care and a sense of community** while demonstrating genuine respect towards every person

*** 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.*