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MIT Job Description

<b>Job Title: Program/Project Administrator</b>	<b>Position Title: Associate Director, Martin Trust Ctr for MIT Entrepreneurship</b>
<b>Reports to: Executive Director</b>	<b>100 % Effort / Wkly Hrs: 40</b>
<b>Department: Martin Trust Center for MIT Entrepreneurship</b>	<b>Grade 8</b>

**Position Overview:**

As a member of the Trust Center leadership team and reporting to the Executive Director, the Associate Director works with independently or with minimal supervision to serve as the principal aide to the Managing Director (MD) and Executive Director (ED) of the center. In fact, this person represents the MD and ED as much as possible so as to leverage their time and make them more productive to the benefit of the Center, MIT Sloan and MIT writ large. Leads, directs and supports daily and long term, high-impact activities with exceptional judgement and discretion. The role advises and acts as much as possible in the stead of the MD and ED on critical matters and ensures they, as well as other relevant very important parties, are briefed on events and opportunities to advance the center's mission. Supports the MD and ED in representing the center to a wide variety of internal and external constituencies, including strategically important ones, and plays a key role as a liaison with other schools at MIT and beyond.

The Martin Trust Center for MIT Entrepreneurship is a student service center; therefore, the Associate Director will be required to be based in the local area with the ability and willingness to work some early mornings, late evenings, and ~5 weekend days as required for classes, programs, or events. This individual should be able to travel (internationally or domestically) as needed for academic programs, approximately 2-3 times per year or as appropriate.

The Trust Center is currently working on a hybrid work schedule—80% on campus in Cambridge and 20% remote. The role is full-time.

**Principal Duties and Responsibilities (Essential Functions\*\*):**

**35% Advisor and Stand-In When Appropriate**

- Serves as the primary confidante to and representative of as much as possible the MD and ED with potential or existing external partners, donors, faculty and a wide variety of other internal high-level stakeholders
- Serves as thought partner to develop creative and innovative solutions including for such projects as the new accelerator for the MIT President's to-be announced Life Sciences and Health Collective, a joint certificate between MIT and CCNY in the area of Artificial Intelligence and Entrepreneurship, and a to be announced accelerator with the Boston Celtic's Jaylen Brown and Jrue Holiday in Boston to address the racial wealth gap.
- Determines and developed strategic initiatives in support of the Center's growth by leading the center's bi-annual strategic offsite planning session and the subsequent follow up to implementation
- Advises Trust Center team and external stakeholders on strategic priorities, for example through the planning sessions and follow up mentioned above setting and continually communicating and ensuring work load, expectations and sequencing are balanced appropriately for the long-term success of the center and the mental and physical well being of our team members in the center
- Participates in key stakeholder meetings to ensure appropriate and responsive follow up and accountability with such important programs as the new School of Engineering Undergraduate Entrepreneurship Certificate working with the Dean of the School of Engineering (SoE) as well as all the department heads in the SoE.
- Independently facilitates resolution of matters requiring the MD's attention without or with minimal involvement of the MD with impeccable judgement and confidence so as to earn both the MD's confidence and the key partners involved

**30% Communication**

- Acts as a source of information for on-going Center programs and initiatives, assisting with the implementation of Center objectives
- Interfaces with distinguished visitors of the MD/Professor of the Practice and Executive Director including giving tours of the Center and cultivating relationships with these existing or potential strategic partners as well as

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individual donors. These visitors often result in revenue to the center in \$100K's if not millions of dollars (e.g., Queensland University of Technology – academic/corporate partner, George Petrovas and family – individual donor)

- Ensures information flow to and from the Trust Center Managing Director and Executive Director through well-crafted reports, presentations, conferences, strategic offsites
- Ensures information flow between internal and external stakeholders to ensure alignment on goals and strategic priorities
- Serves as a “go to” leader in performing complex administrative duties including developing communication independently on a wide variety of matters, including confidential/sensitive topics
- Independently and pro-actively prepares, reviews, and approves reports and other presentation materials on behalf of the MD and ED and as much as possible presents them directly representing the center
- Oversees event planning for the MD and ED and serves as a liaison for their other internal or external meetings and events

### **25% Project and Program Management**

- Leads the design and development of strategic projects and programs and is seen as a invaluable problem solver across different groups
- Tracks progress of complex initiatives that involve the Trust Center and MIT Sloan
- Coordinates project plans, process documentation, process execution, documents, scheduling, and logistics for strategic initiative meetings and events
- Balances short-term and long-term priorities to ensure that urgent and important activities are appropriately prioritized
- Collaborates with other members of the Trust Center team to support planning and execution of Center programs such as t=0, StartMIT, MIT Fuse, delta v, SVST, First Year Advising, First Year Seminar, Student Board of Advisors, Certificate Programs, and others
- Plans and executes major both small (5-20) and large (1000+) events for VIPs, donors, alums, and students including managing vendors and logistics as necessary, developing and maintaining procedures and best practices

### **10% Administration**

- Work with the Executive Director and Managing Director/Professor of the Practice to support daily management of the center including highly detailed schedule management, agenda setting, and management of running meetings, including internal and external advisory boards
- Determines which meetings require the Managing Director and/or Executive Director and if not, then handles themselves or redirects to the appropriate party.
- Manages intricate travel preparations for the Managing Director/Professor of the Practice and Executive Director including booking domestic and international travel, preparing expense reports, creating agendas and itineraries, and creating and editing presentations
- Anticipates needs of Managing Director/Professor of the Practice and Executive Director, paying close attention to the cadence of the year, forecasting annual events, anticipating needs and solving challenges
- Responds to inquiries and/or resolves problems that may arise in a 24 hr student center.
- Does all of this with the highest levels of customer service to the incoming requests so all are left with a positive impression of the center.

Other duties as assigned or required.

**Supervision Received:** Reports directly to the Executive Director but must be able to make decisions and prioritize with no supervision.

**Supervision Exercised:** May manage staff (including temporary workers).

### **Qualifications & Skills:**

*REQUIRED:*

- Bachelor's degree required.
- Minimum 3 years administrative, operations and/or project management experience required.
- Develop, track, and communicate strategic goals
- Experience in project and time management

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- Must be organized and have strong attention to detail, maintaining high, rigorous standards of accuracy and quality
  - Extensive experience with prioritization and creation of options used to work towards long-term solutions
  - Strong interpersonal skills and above all, strong customer service mentality.
  - Able to clearly and concisely communicate with VIPs, donors, students, faculty, staff, and visitors
  - Strong verbal and written communication skills including comfort presenting in front of medium and large sized groups
  - Be able to prioritize and manage multiple tasks in a fast paced environment, working independently
  - Proactive in completing tasks and self-motivated.
  - The ability to work flexible hours during peak periods (beginning of semester, during peak travel times for Managing Director/Professor of the Practice)
  - Must demonstrate discretion and good judgment with confidential information and issues
  - Proficiency in Microsoft Office; able to identify and learn new software skills as necessary
  - Proficiency preferred, but not required, in Airtable, Slack, Google Suite, Dropbox, SAP, and Adobe

**PREFERRED:**

- Master's degree or equivalent skills
- 10 years of professional work experience
- Experience in a role that involves direct student interactions and handling of sensitive information
- Familiarity with MIT and/or Sloan policies and systems

*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job 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.*