



MIT Position Description

<b>Job Title: Program/Project Coordinator</b>	<b>Position Title: Assistant Director, ALO</b>
<b>Reports to: Director, Action Learning Office</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Action Learning Office</b>	████████████████████
<b>Date: October 29, 2021</b>	

**Position Overview:**

The Assistant Director for the Action Learning Office (ALO) is responsible for proactively developing, deepening, managing and expanding relationships with internal stakeholders and external organizations that are relevant to the mission, success and future program development of Action Learning at MIT Sloan. The Assistant Director will identify and implement opportunities to design relevant programs, share practices, information and updates and engage faculty, staff, alumni, host companies, current and prospective students and build strong relationships across MIT/ Sloan. They must be able to work collaboratively and cross-functionally, across programs and offices, synthesizing and prioritizing the needs of different stakeholders. They will also maintain close contact and relationships with our alumni community, strategizing ways to involve them and designing programs and opportunities for them to remain engaged.

The Assistant Director will play a key role in shaping strategic messaging and communication related to Action Learning. They will work closely with the Communications Coordinator to develop a communication strategy, design and execute efforts of an extensive communication program to maintain, extend, promote and represent MIT Sloan Action Learning in a wide variety of settings to stakeholders listed above.

Additionally, they will take initiatives to make Action Learning equitable and inclusive by seeking opinions, input, and stories from diverse participants and actively promote the stories and experiences of under-represented groups.

**Program Design and Expansion through Relationship Building and Alumni Engagement (40%)**

- Coordinating and collaborating with the Director, develops strong relations with multiple Sloan/ MIT-wide offices, internal and external stakeholders providing opportunities for program expansion.
- Serves as a liaison providing relevant information and updates to lab faculty and their teams, admissions, career development office, office of external relations, program offices, communications and others
- Undertakes initiatives (including organizing events) to cultivate and maintain relationships with alums and host companies on an ongoing basis, including tracking metrics and impact of such initiatives
- Develops relations with peer school counterparts to inform latest practices in project-based learning

**Program Management and Representation (30%)**

- Represents Action Learning to diverse audiences both in-person and in virtual settings; creates and delivers targeted presentations
- Manages student information sessions and participates in admission/other relevant panels
- Runs faculty, mentor and staff meetings; records and distributes meeting notes and helpful materials
- Creates and distributes announcements and updates for faculty, students and relevant audiences
- Undertakes special projects as needed; may be selected to serve on MIT/ Sloan Committees

**Strategic Communication (20%)**

- Designs and oversees implementation of a comprehensive communication strategy that addresses multiple internal and external audiences including prospective/ current students, alums, host companies, and others
- Works closely with ALO's Director and Communications Coordinator to shape messaging and content



- strategy across channels and content types
- Oversees the engagement of writers, designers, production companies and relevant vendors; occasionally, expected to run RFP processes, independently evaluate and engage vendors for communication work
- Collaborates with Sloan's media team to generate and manage press/media coverage

**Diversity, Equity and Inclusion Initiatives (10%)**

- Executes on MIT, Sloan and Action Learning's goals and dedication to advancing diversity and inclusion through seeking, writing and promoting stories and communications that highlight diverse and under-represented students, staff and experiences
- Actively works with Sloan's DEI Office to undertake relevant projects that promotes belonging and improves student experiences
- Works closely with Coordinator Operations to track DEI data in Action Learning courses and projects

**Supervision Received:** The Assistant Director will report to the Director of the Action Learning Office

**Supervision Exercised:**

The Assistant Director will have no direct reports, but will work closely with Communications Coordinator, and Operations Coordinator of the ALO, and provide guidance as necessary.

**Qualifications & Skills:**

**Required:**

- Bachelor's Degree
- Minimum 2 years of administrative and/or project/program management experience
- Experience designing programs involving multiple constituents; developing and managing relations with diverse stakeholders
- Outstanding interpersonal and communication skills (both written and oral)
- Team player with established track record of undertaking collaborative projects
- Proactive, takes initiative and leads effectively with limited supervision
- Strong organizational and problem-solving skills; ability to successfully balance and prioritize workload

**Preferred:**

- Minimum of 5 years of experience working in relationship management, program management communication, or a related professional field
- Some experience in a higher education setting or in complex organizations involving multiple stakeholders
- Strong interest in mentoring and supporting the professional growth of team members
- Demonstrated ability to work with people of diverse cultures and backgrounds
- Familiarity with MIT/ Sloan culture, offices and procedures
- Strong MS Office skills

**MIT Sloan Competencies:**

**Contribute**

**Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment

**Is self-directed and proactive** while advancing work and achieving results

**Collaborate**

**Works towards team success** with humility, as both a member and a leader of formal and informal teams



**Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes

**Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

### Engage

**Acts with caring and a sense of community** while demonstrating genuine respect towards every person

**Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

**Builds diversity and inclusion** by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive

### Lead

**Focuses on impact and outcomes** while working to make a difference and achieve organizational goals

**Initiates and sustains change** that creates value