



## MIT Position Description

<b>Job Title: Program/Project Coordinator</b>	<b>Position Title: Coordinator, Action Learning Certificates</b>
<b>Reports to: Associate Director, ALO</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Action Learning</b>	<b>Grade 6</b>

### Position Overview:

The Action Learning Office Certificate Coordinator role is responsible for the meeting the programmatic needs of two MIT Sloan Certificates. Using a team-based model (two Coordinators and one Associate Director) the Certificate Coordinator will be responsible for the daily operational needs of the Product Management (PM) Certificate and the Enterprise Management (EM) Certificate, with some occasional support of general certificate initiatives. The specifics of the role include developing and managing co-curricular activities for students, serving as a program representative on a working group for certificate operations, managing and reporting on student data, supporting lab operations as a member of the teaching team, develop and manage all certificate graduation activities, and working closely with appropriate faculty to ensure a consistent student experience throughout the certificate lifecycle.

As a member of the Action Learning team, the Certificate Coordinator will also serve as a resource for specific Action Learning initiatives and programs, including travel strategy and operations.

This role is multi-faceted and interacts regularly with students, faculty, and staff. The right candidate will feel comfortable communicating important information to various MIT Sloan stakeholders and will often publicly represent both the PM and EM Certificate at Sloan events.

Role eligible for a hybrid schedule that aligns with department guidelines.

### Principal Duties and Responsibilities:

#### **Certificate Management (70%)**

- Responsible for daily operations of both PM and EM certificates
- Responsible for oversight of the required Action Learning labs for both PM and EM certificates
- Responsible for all external communications to host companies on behalf of MIT Sloan
- Participates in all teaching team meetings; advises faculty on certificate best practices and contributes new ideas
- Manages certificate communications, marketing, and website maintenance; respond to all student inquiries about PM and EM labs and certificates
- Plans and executes PM and EM certificate events, including Hackathon and graduation ceremonies
- Compile and analyze student data; update faculty on relevant data points and make recommendations
- Represent EM and/or PM certificate on a working group of Sloan staff members
- Work with ALO Operations Coordinator on certificate budget management; track spending, manage funds, and make strategic financial recommendations to faculty.
- Occasionally present to faculty, staff, and/or students about PM or EM certificates



- Work cross-functionally with other Sloan offices on specific initiatives

**Action Learning Engagement (30%)**

- Collaborate with the Action Learning Operations Coordinator to meet and execute department deadlines and deliverables
- Educate students and faculty on MIT travel requirements and mandatory documentation related to safety, including ISO involvement, High-Risk applications, etc.
- Work on other special projects and provide logistical help as needed.

**Other duties as assigned.**

**Supervision Received:**

The Coordinator will report to Associate Director of Action Learning.

**Supervision Exercised:**

The Coordinator will have no direct reports.

**Qualifications & Skills:**

***REQUIRED EDUCATION AND EXPERIENCE:***

- Bachelor's degree
- Minimum two years of administrative and/or project/program management experience
- Excellent organizational skills with the ability to multi-task, prioritize and manage time effectively while ensuring accuracy of work through attention to detail
- Proven skills in working with multiple stakeholders and systems
- Must be able to work independently and in a team-oriented, collaborative environment
- Excellent skills in interpersonal, oral and written communication
- Ability to work collaboratively and communicate effectively is essential.
- Demonstrated ability to be proactive, take initiative and work effectively with limited supervision

***PREFERRED EDUCATION AND EXPERIENCE***

- At least one year of relevant experience and knowledge of MIT and MIT Sloan
- Ability to influence others to reach agreement

**Competencies**

Contribute; Collaborate; Engage

*\*\* 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.*