



MIT Position Description

Job Title: Program/Project Coordinator	Position Title: Coordinator, OER Administration and Operation
Reports to: Director, A & O (with dotted line to A&O Project Manager)	% Effort or Wkly Hrs: 100%
Department: Sloan OER	
Date: December, 2019	

Position Overview:

The A&O Coordinator serves as the overall OER Office Manager and is responsible for administrative and financial program services including operating budgets, travel expenses, requisitions, financial transactions, and payments for OER. Additionally, this position acts as the key resource and liaison to procurement, contracts management, accounting, facilities and STS. S/he/they plays a key role in all aspects of staff onboarding/off-boarding, manages special projects and implements administrative policies and procedures designed to increase efficiencies and reduce costs in OER. The Coordinator also convenes 'Admin Partners' for meetings, identification of staffing resource limitations and constraints during busy periods of the year along with the identification of solutions, and necessary trainings.

Principal Duties and Responsibilities (Essential Functions**):

Finance Tasks (50%)

- Manages the OER budget (forecasting shortfalls/surpluses, coordinating fiscal year business and the overall budget planning process);
- Prepares ad hoc budget and finance reports including status updates and forecasts for OER leadership;
- Audits and maintains financial review and control standards for monthly SAP budget statements for all profit centers; performs routine reconciliations with Sloan Finance;
- Oversees all transaction processing including credit cards; approves all travel expenses, requisitions, and payments; requisitions, payments, and invoice approval for all of OER's profit centers;
- Trains OER administrative and support staff in matters related to budget, procurement, travel, etc.

Staffing and Hiring Tasks (25%)

- Monitors the status of open positions;
- Works with department managers related to tasks/checklist related to recent promotions;
- Manages a central repository for all OER job descriptions and a process for ensuring they are reviewed and updated periodically;
- Delivers documentation and training/consultations to hiring managers on procedures and best practice standards for interviewing/hiring job candidates including:
 - Criteria for job description and communications flow with HR;
 - Maintenance of 'open positions' status list in E60-236 for weekly communications with all OER staff.
 - Job posting practices to ensure consistency and depth/diversity of candidate pool;
 - Candidate screening and interview scheduling standards and protocols;
 - Standard skills testing of candidates for support staff roles;



- Consistent candidate interview feedback collection (surveys and/or forms);
- Communications with hiring committee (explanation of job responsibilities and discussion of skill requirements, explanation of how feedback will be collected and assessed, discussion of question categories among the committee members to ensure that as much ground is covered as possible)
- Formal closing of search to ensure good communications to all and opportunity to discuss lessons learned
- Supports hiring managers in screening candidates; developing feedback surveys; and scheduling interviews;
- Manages overall and performs specific on-boarding and off-boarding checklist tasks;
- Communicates to OER general HR-related policies, as well as wellness/work life balance offerings
- Assists with reporting of Office Vibe results (employee engagement tool);

Office Management Tasks (25%)

- Serves as the ‘OER Office Manager’, serving as the ‘go to’ for finance-, HR-, and facilities-related matters; identifies and recommends opportunities to balance workloads during periods where staffing needs are heavy; convenes the Admin Partners group on a regular basis for policy and procedure discussions and trainings;
- Maintains office technology inventories, including procurement/disposal of equipment and lease negotiations for technology (laptops, cameras/projectors, copiers, printers);
- Serves as the liaison to STS; analyzes technology needs ordering; maintains equipment inventories, analyzes overall departmental needs for tablets, laptops, monitors, etc.; recommends appropriate equipment replacement cycles; works with STS to identify a range of appropriate makes and models and independently narrows the selection to meet OER’s specific needs; works with vendors on purchasing, set up, and delivery;
- Assists in planning retreats and staff meetings including soliciting content ideas and developing agendas, securing speakers, advising staff of preparation requirements, and identifying and negotiating appropriate venues,
- Maintains an expert-level understanding of Microsoft Office (Excel, Word, Powerpoint), Zoom, and Tableau (end user) and trains OER staff to follow best practices when using these tools;
- Identifies and recommends opportunities to streamline process and makes improvement recommendations;
- Manages copiers and printers (including calling in service requests); management of associated vendor relations;
- Maintains the org chart, space documentation, phone lists, and FTE counts;
- Serves as the liaison to MIT security; maintains office key inventory and keys to OER closets.

Other duties as assigned

Supervision Received:

Receives supervision from the Director of OER Administration & Operations with dotted line supervision from the A&O Project Manager.

Supervision Exercised:

None.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Bachelors degree and a minimum two years of administration experience required; preferably in a university setting. Strong technical skills including proficiency in Excel.

Ability to troubleshoot technical issues; ability to manage multiple tasks efficiently in a high-pressure environment; meticulous attention to detail.



PREFERRED EDUCATION AND EXPERIENCE:

Proficiency using CRMs/fundraising systems such as Advance. Development, Human Resources, Finance, and MIT experience desired.

Top Sloan Competencies

Engages

- Acts with caring and a sense of community while demonstrating genuine respect towards every person
- Acts with integrity and upholds the highest personal and professional standards
- Builds trust and credibility
- Assumes good intent when listening to and working with colleagues
- Aligns actions and makes decisions that further the school's mission
- Supports colleagues in their work to achieve excellence and contribute to the Institute's success
- Serves as an "active bystander" and intervenes when counterproductive behaviors are demonstrated by others

Builds diversity and inclusion

- Models and promotes the MIT values and contributes to an environment where everyone feels supported and is able to thrive
- Contributes to an open environment where all perspectives are encouraged, valued, and can be shared freely
- Demonstrates empathy and a sincere interest in the experience of others
- Advocates for and demonstrates an understanding of the qualities that promote and sustain a diverse community
- Acts with courage to address inequalities
- Acknowledges and works to mitigate unconscious bias
- Creates and supports a climate in which people can be themselves, do their best work, and contribute fully

Collaborates

- 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
- Holds self and others accountable to agreed-upon outcomes and deliverables
- Takes initiative to support team deliverables
- Adjusts priorities in response to pressing and changing stakeholder needs

Contributes

- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
- Is self-directed and proactive while advancing work and achieving results
- Prioritizes own work to align with organizational goals
- Consistently delivers on goals, commitments, and priorities with high standards
- Prepares for discussions, meetings, and assignments in advance
- Anticipates needs and takes action
- Is tenacious and resourceful; finds a way forward
- Takes the next step to solve problems independently by presenting analyses, recommendations, and solutions



- Makes time to think and explore in addition to successfully executing tasks
- Identifies possibilities, translates ideas into action, and improves the way things gets done; makes a difference

** 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.