

## MIT Job Description

<b>Job Title:</b> Program Coordinator, Global Programs	<b>Position Title:</b> Program Coordinator
<b>Reports to:</b> Associate Director, Global Programs	<b>% Effort or Wkly Hrs:</b> 100% effort

### **Position Overview:**

MIT Sloan School of Management Global Programs office contributes to the School's mission of developing principled, innovative leaders who improve the world and generating ideas that advance management practice through global collaborations. In April 2015, MIT Sloan announced a partnership with Bank Negara Malaysia, the nation's central bank, to establish the Asia School of Business. The partnership is a 10 year agreement between ASB and MIT Sloan, and it represents one of the largest international partnerships managed by MIT Sloan. The Asia School of Business has just graduated the inaugural ASB MBA cohort in March 2018, and the collaboration is strengthening through additional teaching sessions, collaboration on online learning and exploration of new areas of collaboration.

PROGRAM COORDINATOR, MIT Sloan School of Management - Global Programs, will be responsible for planning and organizing logistics and operations of the MIT Sloan School's collaboration with Asia School of Business (ASB) and will work with our dynamic Global Programs team in strengthening MIT Sloan School's international activities. Primary responsibilities comprise: managing the logistics of ASB students' visit to MIT including student preparation, registration and serving as a point of contact, event planning and execution; coordinating faculty visits according to relevant regulatory and MIT procedures; creating content for communications with stakeholders; developing and maintaining databases to generate specialized reports; tracking and monitoring payments; and, engaging in other Global Programs initiatives as our activities evolve.

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

#### Immersion Program for ASB Students Visiting MIT

- Leads preparation activities: manages visa process in collaboration with ASB staff and the International Student Office; collects and prepares academic and other materials for the program; assists students with registration, MIT IDs and other inquiries and student needs throughout the program
- Takes primary event execution responsibility: negotiates contracts and pricing with internal and external vendors for event space, catering, A/V; manages invitations; and ensures that MIT event policies are adhered to
- Collaborates with MIT Sloan student-focused offices to improve student experience during the Immersion program and informs students about events on campus

#### MIT Faculty and Staff Visits to ASB and ASB Visits to MIT

- Takes responsibility for notifying faculty about relevant travel regulations and their appointment - related procedures in a timely manner and for preparing and managing faculty documentation in collaboration with several MIT offices
- Manages travel expenses and internal and external reimbursements in collaboration with staff assistants of traveling faculty and tracks all financial interactions
- Collaborates with the International Faculty Fellows program and HR to prepare incoming faculty from ASB for their stay and addresses their inquiries while on campus

#### Other Programmatic Activities and Global Programs Initiatives

- Executes logistics activities of the Innovative Dynamic Education and Action for Sustainability (IDEAS) Program, leadership development program, including student preparation, event management and other activities
- Monitors and processes payments in collaboration with the financial coordinator
- Develops and maintains databases; organizes program documentation and email lists
- Collects information needed for producing programmatic reports
- Drafts and/or edits program brochures and online and social media content when needed and ensures all communications content is up to date
- Works as a team member for Global Programs projects that will evolve over time
- Related duties as required

#### Supervision Received:

Reports to Associate Director, MIT Sloan Global Programs.

#### Supervision Exercised:

Not anticipated but may include supervision of occasional temporary employees.

#### Qualifications & Skills:

##### REQUIRED

- Bachelor's degree minimum
- Minimum of three years of professional experience in higher education or business environment
- Able to work effectively with faculty/students/other stakeholders
- Able to work in multicultural environment
- Strong interpersonal and communication skills
- Excellent judgment and discretion while handling confidential information
- Attention to detail and strong organizational skills are critical
- Must have flexibility to work on evenings and weekends when needed, possible travel
- Strong computer skills