

MIT Job Description

Job Title: Program/Project Coordinator	Position Title: Academic Coordinator
Reports to: Director	% Effort or Wkly Hrs: 100
Department: Martin Trust Center for MIT Entrepreneurship	

Position Overview:

The Academic Coordinator for the Martin Trust Center for MIT Entrepreneurship will play a key role in coordinating and executing on the logistics, operations, finances, and delivery of the Center’s academic courses. Responsible for determining and managing course requirements; including internal and external resources, understanding the nature and purpose of courses, reviewing syllabi and assignment dates, and effectively communicating with various stakeholders. Works collaboratively with faculty and staff to deliver courses designed to engage MIT students across campus to help them become more effective entrepreneurs. Acts as a liaison for entrepreneurship focused student clubs to the Center as they plan events, seek resources, and share best practices. On course delivery days (including some early mornings, late evenings, and ~5 weekend days), deliver superior customer service, logistical support, and presentations, including acting as a point of contact.

Principal Duties and Responsibilities (Essential Functions):**

Academic Coordination (70%)

- Main contact for all course instructors and Center faculty; responsible for building and maintaining relationships, coordinating and executing productive meetings, and adapt to changing business needs.
- Serve as the primary point of contact for students regarding course requirements, logistics, and timelines.
- Recruits TAs, setting expectations and guidelines for their roles and responsibilities.
- Evaluate, recommend, and implement changes and enhancements based on both quantitative and qualitative metrics and communicate feedback reports to faculty to optimize quality of teaching.
- Manage instructor and participant questions and concerns by determining which to resolve individually and which to elevate.
- Manage and reconcile expenses to ensure courses are delivered within budget.
- Entrepreneurship and Innovation (E&I) course management
 - In conjunction with the Director of Administration and Business Management, negotiate contracts and logistical details with hotels, caterers, and other vendors.
 - Coordinate complex travel arrangements for 70+ students, faculty, and staff adhering to MIT travel policies.
 - Collaborate with student planning group to recruit 50+ companies for onsite visits. Arrange travel logistics and ensure teams are prepared for their visit.
 - Collect deposits and issue receipts and refunds as necessary for 100+ students.
 - Coordinate the registration process including maintaining and updating a waitlist and communicating with students.
 - Manage the audit process to track student certificate status, in collaboration with the E&I track head and Sloan Educational Services office.

Student & Club Engagement (15%)

MIT Job Description

- Assist entrepreneurial focused student clubs in designing programs and initiatives to serve their needs and inform them of resources available at the Center.
- Lead initiatives to connect students and help them find resources and co-founders.
- Coordinate meetings with student club leaders to share best practices and to prevent event overlap and redundancy.
- In collaboration with Trust Center Events Program Coordinator co-sponsor and plan events with entrepreneurship clubs leveraging relationships with these student groups to advertise Centers events and programs to students across campus and degree programs.

General Office Representation and Support (15%)

- Provide tours of the Center to visiting groups such as potential donors, alumni, distinguished visitors from other countries, schools, and companies.
- Assist in the preparation and delivery of on-site events managed by other staff.
- Collaborate with Marketing Director on outreach plan to attract students from across campus to Trust Center courses.
- Ability and willingness to work early mornings, late evenings, and ~5 weekend days as required for events, programs, or other special projects
- Ability to travel (domestically) as necessary for academic programs and events approximately 2-3 times per year

Supervision Received:

Minimal supervision received from Director of Administration and Business Management

Supervision Exercised:

This position will have no supervisory responsibilities

Qualifications & Skills:

REQUIRED:

- Bachelor's degree
- A minimum of 2 years of administrative and/or project/program management
- Demonstrated ability to:
 - Organize, set priorities, and meet deadlines with minimal supervision
 - Multitask effectively and work with multiple stakeholders concurrently
 - Communicate effectively and professionally, both orally and in writing
 - Learn quickly and follow processes effectively, improve current processes and design, implement, and document processes for new tasks
- Strong computer and technical skills required, including MS Suite, Adobe Suite, SAP, Filemaker Pro and ability to learn new programs quickly
- Deals with confidential information and/or issues using discretion and judgment

PREFERRED:

- Experience in a related field, preferably academic coordination in higher education
- Familiarity with MIT and MIT Sloan policies and procedures strongly preferred

** 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.