
MIT Job Description

Job Title: Events Planner 1	Position Title: Events Coordinator, Admissions
Reports to: Senior Associate Director, Admissions	% Effort or Wkly Hrs: 100%, 40 hrs/wk
Department: Sloan Admissions	Hiring Pay Range: \$62,000 - \$79,200

Position Overview:

The Events Coordinator is an integral member of the Admissions Team. They provide detailed organizational and administrative support to ensure that the 500+ virtual, on campus, and worldwide annual recruiting and conversion events run smoothly on behalf of the Admissions Team. To successfully complete their work, the Events Coordinator will collaborate with other members of the Events Team, other functional teams within Admissions, program offices (MBA, MFin, MBAn, SFMBA, MSMS), faculty, students, partners, alumni, prospects, applicants, and vendors. Role eligible for a hybrid schedule that aligns with role and department guidelines.

Representative Duties and Responsibilities (Essential Functions):**

Event Planning / Execution 50%

- Plans the logistics, and implementation for complex international and domestic recruiting events.
- Coordinates execution of all Admissions recruiting events. Tasks include coordinating staff, students and alumni; being a facilitator at times; and collecting feedback to continuously improve our events.
- Supports AdMIT conversion efforts. Events include MBA AdMIT Day/s, all program AdMIT visit days, and all admitted student outreach.
- Supports implementation of all aspects of the Campus Visit Programs across programs. This includes:
 - Registrant communications
 - Faculty coordination
 - On-site point of first contact for current and prospective students, guests and alumni
 - Event budget management
- Organizes and facilitates Zoom sessions for virtual recruitment/informational webinars
- Manage alumni tracking database within Admissions
- Collaborates with Admissions Evaluation team in support of interview meet ups
- Represents MIT Sloan Admissions within the MIT community and at events virtually and worldwide, including Sloan on the Road (SOTR), MFin/MBAn/SFMBA info sessions, and fairs

System Support 30%

- Use of admissions CRM/application system (SLATE):
 - Develops reports in SLATE (admissions CRM/application system) that will be used to track event attendance and attendee conversion and that will be used in future planning. Detailed reports include: Event Dashboards, Inquiry reports, predictive models to support future event planning.
 - Develops system communication plans: Manages all content for pre-event and post-event emails for events both on and off campus.
 - Updates and identifies school contacts for university outreach.
 - Creates registration links in SLATE for all events.

Student and Alumni Engagement 10%

- Manages current student matching for high priority applicants and admitted students across degree programs (MBA, MFin, MBAn, MSMS, SFMBA).
- Secures and organizes alumni for participation in recruiting and conversion events.

Admissions Team Support 10%

- Proposes efficiencies and improvements related to the recruitment, conversion and matriculation processes. from in-person information sessions to remote interactions with applicants and potential applicants, to intake issues with visas, housing, ID numbers, and financial aid, etc.
- Provides support to Admissions Team with logistical arrangements for, and staffing of, a variety of general admissions events and meetings, as needed.

Participates in other Admissions activities as needed.

Supervision Received: Reports to the Senior Associate Director of Admissions Events. Is able to work independently.

Supervision Exercised: Provides direction to Admissions assistant and temporary support staff, as needed.

Qualifications & Skills Required/Preferred:

Required:

- Bachelor's degree
- Minimum 2 years of experience in events planning or project/program management required.
- Ability to work well in a team environment
- Strong project management skills including setting priorities, meeting deadlines, and managing budgets
- Multi-tasking related to managing a portfolio of projects from various partners simultaneously
- Outstanding oral and written presentation skills
- Self-motivation and a relentless desire to learn
- Ability to work nights and weekends
- Ability to travel domestically and internationally up to 50% of the time
- In the office 3 days/week including Wednesday during the first year and 2 days/week thereafter
- Discretion and sound judgement; position may handle confidential information and/or issues.

Preferred:

- Minimum of 2 years of work experience in academic administration
- Desire for advanced proficiency in Excel and PowerPoint
- Continuous improvement mindset with initiative to seek out ways to perform duties with greater efficiency and accuracy
- Ability to work autonomously in a fast-paced team environment and to function equally well as an initiator, facilitator and implementer
- Ability to work with/within a diverse community by modeling and promoting the values of MIT, including advocating for and demonstrating an understanding of the qualities that promote and sustain such a community
- Knowledge of MIT and MIT Sloan
- Supportive of a culture of experimentation. Effective at influencing others as well as coaching and developing others

Competencies:

- Strong desire to **Contribute** – finds ways to add value to the team; manages ambiguity comfortably; fosters innovation and experimentation; demonstrates desire and drive for learning; is self-directed and proactive; follows through
- Willingness to **Collaborate** – works well with others; works toward team success; communicates openly and effectively; is open to consider other perspectives
- Passion to **Engage** – builds a network of colleagues, students, and alumni; acts with caring and a sense of community; builds diversity and inclusion
- Ability to **Lead** – focuses on impact and outcomes; influences others; initiates and sustains change