
MIT Job Description

Job Title: Program/Project Coordinator	Position Title: Academic Area Coordinator
Date: 10/14/21	% Effort or Wkly Hrs: 100%
Department: Sloan – Academic Areas	

Position Overview:

The Academic Area Coordinator (AAC) provides a high-level of organizational and administrative management to the academic groups of the Sloan School of Management. They must be able to manage, evaluate, and communicate clearly the various workflows within the Academic Areas. The AAC partners with the Senior Associate Director to collaborate and coordinate the development and implementation of school objectives in the Academic Areas, as well as represent the Academic Areas to other Sloan and Institute departments. The role requires interpretation and resolution of highly varied situations and problems, and excellent verbal and written communication skills. The AAC must display an aptitude for facilitating and cultivating relationships.

Principal Duties and Responsibilities (Essential Functions):**

Faculty Support, 30%

- Course support, administrative management of the TA recruiting process, course reader preparation and submission, designs/edits PowerPoint presentations, in-depth knowledge of Sloan's current learning module system (currently Study.net and Canvas). Collaborates with other Sloan programs to support faculty teaching for those programs; may include Action Learning, EMBA, Executive Education, Global Programs, and Sloan Fellows.
- Purchasing; completes all purchases on behalf of faculty and according to Sloan and the Institutes policies and procedures, including facilitation of data set contracts, computers, equipment, memberships, subscriptions, books, supplies, etc.
- Financial reimbursements; evaluates and completes all requests for reimbursements on behalf of the faculty according to Sloan and the Institutes policies and procedures.
- Maintains complex calendars; as necessary, may include collaboration with administrative assistants.
- Scheduling; schedules diverse and complex appointments, meetings, and travel arrangements for high level Sloan processes (including junior and senior faculty recruiting, and PhD recruiting). Prepares complex itineraries for multiple constituents. Organizes and assists in general preparation for external agency and sponsor visits.
- Composes and edits internal and external correspondence and documents on behalf of the faculty; requires excellent written grammatical skills (i.e., letters of recommendation, peer reviews, fund proposal requests)
- Deals with confidential issues (e.g., payroll or salary information, promotion and tenure process) using discretion and judgment.
- Attends high-level meetings; records, interprets, drafts, and distributes (pending approval) minutes from the meetings.
- Collaborates with other MIT offices, programs, and centers in support of faculty and Academic Area activities. Serves as liaison between faculty and other groups internal/external to MIT.

Operational Management, 30%

- Initiates and manages the search process for new administrative staff, serves on the interview committee, develops personalized onboarding program, and coordinates implementation with Area trainers.

-
- Cultivates professional relationships with all support staff to understand and evaluate the needs of the stakeholders being supported within the Academic Areas (mainly faculty and OAS).
 - S/he requires a comprehensive understanding of both Sloan and the Institutes general policies and procedures.
 - Provides timely feedback and guidance to all staff on day-to-day operations within the Academic Areas.
 - Identifies, or develops, opportunities for process improvements within the Areas that enhance the efficient operations of the academic groups.
 - With Academic Area Sr ADs, develops and evaluates performance measures and indicators for the Academic Areas.

Faculty Affairs, 30%

- Coordinates and manages the administrative components of the faculty search process for the Academic Area.
- Responsible for both on-boarding and off-boarding faculty and teaching OAS.
- Coordinates and develops processes amongst all academic groups on efforts that cultivate relationships between faculty and the administration.
- May attend teaching plan meetings, and assists faculty in managing curriculum resources for the upcoming academic semester.

Special Projects, 10%

- Coordinates efforts with the senior management team to assist in the ongoing management of staff on both current and new workflows being generated by the Academic Areas (i.e., faculty: staff working relationship).
- Coordinates cross-departmental efforts in the ongoing management of staff on both current and new workflows being generated by Sloan and/or the Institute (i.e., implementation of Canvas, Drupal, Concur 2.0 etc.).
- Serve as liaison between the Extended Leadership Team and all Academic Area staff.

Supervision Received: Receives minimal supervision from Academic Area Senior Associate Director.

Supervision Exercised: No direct reports.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree.
- Minimum of two years' administrative, office, or related experience.
- Requires thorough understanding of own work and how it impacts operations across the areas as well as outside own work unit.
- Ability to recognize needs of the unit and how it impacts other areas of MIT/Sloan and understand own role relative to all areas.
- Advanced computer software skills required.
- Able to identify and learn new programs and software skills as necessary.
- Easily negotiates Internet; performs more complex searches.
- Excellent presentation and oral and written communication skills.

-
- Must demonstrate discretion and good judgment with confidential information/issues.

MIT Sloan Competencies: Collaborate; Contribute; Engage; Manage

- Collaboration with others while respectfully advancing organizational goals and achieving desired outcomes.
- Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges that develop.
- Communicates openly and effectively by exchanging high-quality information, thoughts, and opinions in an open and timely manner within and outside the school.
- Focuses on Impact and Outcomes by working to make a difference and achieve organizational goals.
- Self-directed and Proactive in advancing work and achieving results.
- Ability to multitask and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.

*** 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.*