



MIT Position Description

Job Title: Program/Project Coordinator	Position Title: Academic Areas Coordinator, Finance Certificate Program
Reports to: Jenn Alton and Telis Bertsekas	% Effort or Wkly Hrs: 100%
Department: Sloan Finance Group - EFA, Academic Areas	Grade 6

Position Overview:

The Coordinator with guidance from the Finance Group Assistant Director and the Finance Certificate Faculty Head, will coordinate and provide high-level administrative support for programs and projects with an emphasis on student experience for the Finance Certificate Program within the Finance Group at the Sloan School of Management.

Will provide programming and create processes in support of the Finance at MIT student community and the Finance Certificate Program. The Coordinator will be a liaison to the MIT Sloan Action Learning Office to stay informed and adopt best practices that align with other Sloan Certificate Programs, where applicable. This position will interact regularly with students, faculty, and staff throughout the Finance student lifecycle building a bridge between evolving student interests and needs and the rest of the MIT Sloan Finance ecosystem and provide more effective resources for students.

The Coordinator must be able to synthesize, evaluate, and communicate clearly and evaluate tasks with an eye toward creating efficiencies. Will anticipate and initiate actions regarding program operations, which require in-depth knowledge of the Institute and other departments. Requires interpretation and resolution of highly varied situations and problems. Supports the mission of the Sloan Finance Group, and through continuous professional development, strengthens competencies that are most valued at the School.

The ideal candidate will possess the confidence to effectively convey crucial information to diverse MIT Sloan stakeholders and serve as a representative for the Finance Certificate during Sloan-wide events. Occasional nights and weekends required, as needed.

Role eligible for a hybrid schedule that aligns with department guidelines.

Principal Duties and Responsibilities (Essential Functions):**

Finance Certificate Operations and Student Experience Management (60%)

- Design, administer, and analyze surveys
- Develop and track key program/project metrics; compile data and make recommendations on curriculum and other co-curricular programming



- Serve as liaison to other internal departments; Admissions, Action Learning, CDO, OER, Student Life, and other Sloan Certificates, as well as groups external to MIT
- Develop and maintain strategy for Finance Certificate branding and marketing in all internal and external communications
- Manage Finance Certificate communications including email, newsletter, SloanGroups, MySloan, and Finance Certificate website
- Keep relevant Finance Certificate stakeholders apprised of course changes
- Participate in the design and development of program knowledge resources (e.g. databases, documentation, procedures) and manage Finance Certificate databases and email lists; will work with SES to ensure data accuracy
- Coordinate activities and maintain relationships with guest speakers and sponsors
- Handle confidential issues (e.g., student data) using discretion and judgment
- Collaborate with other MIT offices, programs, and centers in support of Finance Certificate and Finance Group activities
- Contributes insight to Finance Certificate program plans and strategy
- Serve as the first point of contact for Finance Certificate students; manages the *financecertificate@mit.edu* email list, enrollments and onboarding
- Serve as a resource regarding Finance Certificate program; will serve as a representative for the Finance Certificate during stakeholder meetings and Sloan-wide events. May be occasionally asked to record, interpret, draft, and distribute (pending approval) minutes from said meetings
- Occasional presentations on Finance Certificate to faculty, staff and students (e.g. prospective, incoming, and current students during in-person and webinar events)
- Advise students on Finance Certificate curriculae, conduct semiannual audits of Finance Certificate students, and certify students' completion of the certificate
- Manage the membership and meetings of the Finance Certificate Student Advisory Board
- Help identify and create cross-functional opportunities for improved coordination and communication across Finance at MIT stakeholders
- Prepare, track, and report on Finance Certificate budgets
- Manage, monitor, reconcile, and control program expenses
- Purchasing; completes all purchases on behalf of the Finance Certificate Program according to Sloan and the Institute's policies and procedures, including Wall Street Prep, Bloomberg, complex contracts, etc.
- Financial reimbursements; completes all requests for reimbursements on behalf of the program according to Sloan and the Institutes policies and procedures.
- Researches and responds to vendors/external parties requests
- Reconciles and resolves discrepancies for all Finance Certificate accounts (e.g monthly FRC, travel, RFP, PCard charges, etc.)

Program and Events Management and Other Projects (35%)

- Plans and manages all Finance Certificate events and assist with occasional Finance Group events and activities as needed. Events may include the coordination of outside speakers and



consultants. Planning typically requires coordination and input from multiple people/units. May represent work area at such events. May also include travel arrangements, securing outside venues, and securing technology.

- Acts as an event consultant for Finance club leaders as identified by the Finance Certificate Faculty Head
- Process reimbursements for finance students awarded student competition funds (e.g. stock pitch competitions, etc.)
- Establish timelines and action steps and work with others to meet event objectives and deadlines
- Serve as a contact with internal and external stakeholders to ensure achievement of programs, projects, and events
- Collaborate with Finance Group Assistant Director to identify Finance at MIT cross-promotional opportunities (e.g. Finance Group, Finance Certificate, Finance Centers and Initiatives)
- Collaborate with Action Learning and other certificate programs to streamline processes, adhere to best practices and participate in cross-certificate wide program event planning (e.g. graduation ceremony)
- Collaborate with, Action Learning, CDO, Sloan Student Life, MBA Program Office and Master of Finance Program Office on jointly sponsored events

Finance Certificate Course Planning & Support (5%)

- Course support of 15.403 Introductions to the Practice of Finance Seminar; 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).
- Compile data and make recommendations to the Finance Certificate Faculty Head and Finance Group Assistant Director on curriculum trends
- Coordinate teaching assistants of 15.403 Introduction to the Practice of Finance Seminar
- Assist Finance Certificate Faculty Head with course design of 15.403 Introduction to the Practice of Finance Seminar

Perform other tasks as needed.

Supervision Received:

The Coordinator will report to the Finance Group Assistant Director and the Finance Certificate Faculty Head.

Supervision Exercised:

The Coordinator will have no direct reports.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:



- Bachelor's degree
- Minimum 2 years of administrative and/or project/program management experience

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree
- Three years related work experience
- Excellent interpersonal and communication skills required with a diverse population of students, faculty, and staff; strong computer skills and knowledge of Word, Excel, and PowerPoint
- Seek a team player with extremely strong organizational skills, problem solving abilities, and the ability to successfully balance and prioritize a highly dynamic and diverse workload
- Familiarity with the MIT SAP financial reporting system preferred

Competencies

Contribute; Collaborate; Engage

*** 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.*