

MIT Sloan School of Management

Job Title: Coordinator

Position Title: Communications Coordinator, MIT Sloan Student Life Office

Reports to: Sr Associate Director, Student Life Office

% Effort or Weekly Hours: 100%

November 12, 2018

Position Overview

The MIT Sloan Student Life Communications Coordinator manages all communication initiatives for the Student Life Office. This includes maintaining the Student Life presence on internal and external websites as well as departmental and School events calendars, creating promotional materials, and editing a weekly newsletter. This person also guides MIT Sloan graduate students from all programs in promoting their events and initiatives.

The Coordinator also serves as part of a team that designs and delivers major departmental events, guides students in planning their own events, and provides personal support services to graduate students. S/he runs a set of these events and supports other team members with their events. S/he also plays a strong role in the team's ongoing data gathering and assessment initiatives.

Principal Duties and Responsibilities

Communication: The Coordinator is responsible for maintaining the Student Life presence on the MIT Sloan external website, internal MySloan sites, social media channels, and admitted student sites. S/he also coordinates information about Student Life events on departmental and school-wide events calendars. The coordinator also creates promotional material (including posters, flyers, brochures) and produces and distributes a weekly announcements newsletter.

Data Gathering and Assessment: The Coordinator is responsible for building, maintaining, and improving systems to gather data on department events and services as well as coordinating regular internal and external reporting of this data. This person will also work as part of a team to conduct and report out on surveys to gather student feedback on department events and services.

Advising: The Coordinator assists individual students and teams with their events communication. The coordinator also assists the Associate Directors in guiding students through events management policies and processes as needed. S/he also serves as part of a team of professionals who provide personal support to students across a variety of degree programs and ages.

Events Management and Support: The Coordinator is part of a team of professionals who design and deliver community-building events. This person is responsible for running a subset of these events. These include the Course XV branded events, Teaching Awards, wellness days, and seasonal events. This person also supports colleagues in the Student Life Office and in Program offices in designing and delivering their major events (e.g. C-Functions and other Sloan Experience

events, Orientation and Commencement events.) S/he shares responsibility with other team members for staffing events, many of which take place in the evening or on weekends.

Qualifications

- Successful candidates will have a bachelor's degree, at least three years of professional work experience, and a strong knowledge of and interest in graduate professional education
- Demonstrated ability to manage large, complex events with multiple stakeholders from different parts and levels of the organization
- Demonstrated ability to support and coach graduate student leaders
- Highly motivated and dedicated individual with strong organizational and interpersonal skills
- Demonstrated commitment to supporting individual and team learning, growth, development
- Demonstrated ability to work effectively with people of diverse cultures and backgrounds
- Excellent written and oral communication and presentation skills
- Experience using Excel and PowerPoint to analyze data and build compelling presentations
- Survey design and execution skills; Qualtrics skills a plus
- Experience with web design in SharePoint and Drupal a plus
- Experience with Photoshop a plus
- Knowledge of Campus Groups (Sloan Groups) a plus
- Financial management skills; experience with SAP a plus
- Ability to staff evening and weekend events

Job Competencies

- **Manages ambiguity and navigates change** while being comfortable and confident in a fast-paced and changing environment
- **Is self-directed and proactive** while advancing work and achieving results
- **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals
- **Coaches and develops others** by supporting learning and development to help maximize their potential
- **Works towards team success** with humility, as both a member and leader of formal and informal teams.
- **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes

- **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school
- **Acts with caring and a sense of community** while demonstrating genuine respect towards every person
- **Builds diversity and inclusion** by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive.

Supervision Exercised

The Coordinator may contribute to the hiring and general supervision of temporary staff; this person will serve as a resource to and contribute to the training of the Administrative Assistant.

Supervision Received

The Coordinator will report to the Senior Associate Director of the Student Life Office.