

MIT Job Description

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| Job Title: Program / Project Coordinator | Position Title: Coordinator, Food Supply Chain Analytics and Sensing Initiative (FSAS) |
| Reports to: Stacy Springs, Flora J Keumurian, Retsef Levi, MSA AD | % Effort or Wkly Hrs: 100% effort |
| Department: Food Supply Chain Analytics and Sensing Initiative (FSAS) | |
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One Year Term Appointment

Position Overview:

COORDINATOR FSAS, Sloan School of Management - Food Supply Chain Analytics and Sensing Initiative (FSAS), to perform and manage highly complex and diverse duties in support of the FSAS Initiative. Will work very closely with the Faculty Director and Executive Director of the FSAS Initiative to coordinate multiple projects in each of the FSAS research streams. Provides advanced support for the FSAS Director and Executive Director including, but not limited to, managing finances, correspondence with partners / stakeholders, travel, calendaring, reimbursements, purchases, publications, research, and courses. Will assist in website maintenance, materials marketing, project development and management, and event support. The Sloan School is seeking a highly-motivated project coordinator to manage, facilitate, and execute all sponsored research activities within the FSAS Initiative.

Principal Duties and Responsibilities (Essential Functions**):

Faculty affairs: (30%)

- Coordination of the hiring of Teaching Assistance / Research Assistance, visiting students and visiting researchers for the FSAS Initiative.
- Maintain relationships within the Sloan/MIT community by working with relevant MIT Sloan offices, and external groups as necessary.
- Manage the finances, accounting, communications, media relations, marketing, donor relations, and sponsored research administration with oversight from the Executive Director.
- Attend high-level meetings; records, interprets, drafts, and distributes (pending approval) minutes from said meetings.
- Liaise between faculty of FSAS and other groups internal/external to MIT.

Project management: (30%)

- Coordinate with the FSAS Project Manager for project development and management efforts of the different FSAS research streams.
- Maintain project plans/schedules/deliverables for the FSAS research streams and help manage competing priorities for the projects.
- Compile, review, and analyze the data and findings for the research streams and help create reports on project progress that track key project metrics.
- Provide recommendations on next steps and how to resolve issues; manage spending for the projects; .

Administrative: (20%)

- Provide administrative coordination for the Faculty Director and Executive Director of FSAS; including but not limited to calendaring, scheduling meetings with multiple parties including a diverse set of stakeholders inside

and outside of MIT; booking travel, preparing trip materials and processing travel reimbursements; maintenance, projections, and monthly reconciliation of financial accounts; making purchase, processing invoices, requisitions, and journal vouchers.

- Provide advanced support for the J. Spencer Standish (1945) Professor of Operations Management, including support of teaching activities and management of student registration, marketing, and logistics of the courses being taught by this faculty member. Coordinating financial matters relating to courses and its events; budgeting, setting priorities and creating timeline and interfacing with other MIT offices as needed.

Website, database and social media: (10%)

- Update and expand the FSAS Initiative website as well as the Director's website with materials on events, activities, research reports and other relevant materials for a diverse audience of students, research partners, sponsors and the public. Write content as needed and work with FSAS team to identify new content. Help brand, establish, and maintain social media presence for FSAS.

Event Management: (10%)

- Assist in planning and coordinating medium to large conferences, workshops, and research seminars. Includes speaker recruitment, preparation of agenda, food and other logistics, advertising, creating and distributing event listings across multiple media, tracking attendance and managing recording and dissemination of output.

Supervision Received:

Supervision is provided by the Director of FSAS, Executive Director of FSAS, and workflows may be generated by FSAS Project Manager and Senior Associate Director of Management Science; position requires ability to perform with minimal direct supervision and proactive attitude.

Supervision Exercised: Will monitor and coordinate the work of students and temporary staff, including onboarding/offboarding and workflow supervision.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher preferred.
- 2+ years' relevant administrative experience.
- Strong organizational and administrative skills.
- Attention to detail with the ability to own and follow through on tasks.
- Demonstrated ability to meet multiple tight deadlines and prioritize work appropriately.
- A proactive approach to projects, problem solving, communication, and planning.
- Excellent interpersonal and written communication skills.
- Excellent grammar and proofreading ability.
- Ability to effectively collaborate and interface with multiple constituencies including faculty, students, industry leaders, donors, media, students, faculty and other MIT offices.
- Demonstrated discretion and judgment in working with confidential information.

PREFERRED EDUCATION AND EXPERIENCE:

- 5+ years' relevant administrative experience
- Efficient in Microsoft Office, Adobe products, and LaTeX would be a plus.
- Financial background helpful
- Familiarity with MIT helpful

Competencies: Communication; Collaborate; Engage

*** 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.*