

### MIT Position Description

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| <b>Job Title: Program/Project Coordinator</b>        | <b>Position Title: Coordinator, MBA and MSMS Programs</b>          |
| <b>Pay Grade: 6, exempt</b>                          | <b>% Effort or Wkly Hrs: 100%</b>                                  |
| <b>Department: MIT Sloan MBA/MSMS Program Office</b> | <b>Reports to: MSMS Program Manager/Senior Associate Director.</b> |

#### Position Overview

The MBA and MSMS Program Coordinator will join a 10-person team serving as a partner to the MSMS Program Manager and supporting specific projects within the MBA Program portfolio. Key responsibilities include developing, organizing and executing MSMS signature events and community building activities, creating and distributing MSMS communications, including weekly newsletter(s), managing the overall program budget, and supporting MBA academic initiatives and projects, including the MBA Core, Sloan Intensive Period (SIP), Leadership Challenges for an Inclusive World (LEAD), Study Tours, and Awards.

MIT Sloan is a globally recognized top business school that attracts exceptional students from over 60 countries. The MIT Sloan MBA/MSMS Program Office serves ~850 MBA and master's level business students from onboarding through graduation.

#### Expectations for time/work on campus:

The person in this role should expect to be on campus 3-4 days per week depending on the needs of the office and work remotely 1-2 days per week. Some evenings are required for event staffing.

#### Principal Duties and Responsibilities

##### MSMS Program Coordination (50%)

- Develop, plan, and execute MSMS major events including orientation and graduation. Identify and correspond with internal stakeholders and external vendors. Manage project budget and timeline.
  - Develop, plan, and execute community building programming throughout the academic year. Identify and correspond with internal stakeholders and external vendors. Manage project budget and timeline.
  - Develop event marketing materials and manage registration through external (Canva, Adobe, etc.) and internal platforms (SloanGroups, VISIX, etc.).
  - Advise MSMS student leaders on policies and processes.
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- Measure student engagement and impact of MSMS events and programming. Design and administer surveys, analyze findings, report results to program leadership and recommend changes and improvements as needed.
- Develop, format, and distribute the MSMS weekly newsletter and act as backup editor to MBA weekly newsletter.
- Prepare and oversee all components of the MSMS budget.

#### **MBA Program Coordination – Academic Initiatives (50%)**

- LEAD Week, SIP Week, and Study Tours: an integral part of the operations team that oversees three MBA academic offerings – Leadership Challenges for an Inclusive World (LEAD), Sloan Intensive Period (SIP), and Study Tours –the Coordinator will create and execute the marketing and communications plan, acting as the primary point of contact for faculty, students, and stakeholders. Elevate issues and make recommendations to Senior Associate Director, as needed.
- MBA Core: manage communications with faculty, ensuring syllabus content aligns with Core policies. Create annual MBA Core deliverables calendar and ensure feasibility in course workload distribution. Collect student progress data and create tracking documents. Coordinate special session logistics for MBA Core semester. Prepare materials for bi-annual faculty meetings and respond to faculty inquiries. Elevate issues and make recommendations to Senior Associate Director, as needed.
- MBA Awards: create communication materials and tracking documents for the MBA Achievement Awards and Siebel and McGowan Foundation Awards selection process. Plan and execute the award ceremony event.

#### **Other role related duties as needed**

**Supervision Received:** The coordinator will report to the MSMS Program Manager/Senior Associate Director.

#### *MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

Bachelor's degree

Minimum 2 years of administrative and/or project/program management experience required

#### Qualifications and Skills include

- excellent organizational skills with the ability to multi-task, prioritize and manage time effectively while ensuring accuracy of work through attention to detail
- experience in event and project management
- basic data analysis skills in Excel, and experience with Microsoft Office and PowerPoint
- demonstrated ability to learn new platforms and apply new tools
- good interpersonal skills, including oral and written communication
- enjoy being part of a highly diverse/global community of staff, students, and faculty.

Occasional evening event management required.

Deals with confidential information and/or issues using discretion and judgment.

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*PREFERRED EDUCATION AND EXPERIENCE:*

Prior experience working in higher education a plus

*COMPETENCIES:*

- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
  - Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes
  - Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
  - Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in a transparent and timely manner within and outside the school
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