



MIT Position Description

Job Title: Program/Project Coordinator	Position Title: Coordinator, Student Funding
Reports to: Director, Student Funding	% Effort or Wkly Hrs: 100%
Department: Student Funding	

Position Overview:

The Coordinator of Student Funding for the MIT Sloan School of Management is responsible for the coordination, administration and execution of essential office operations, functions and financial services that support students throughout all of Sloan’s programs, including undergraduate, PhD, and all Master’s-level programs.

The Coordinator will autonomously lead numerous processes and operations, while interacting with students and staff across Sloan while providing general student financial services and support including advising and guidance. This position requires attention to detail and accuracy, and very strong communication skills (written and spoken) for a range of correspondence, phone conversation, and in-person appointments. The Coordinator will serve as a resource for faculty, staff and students for all questions related to Student Employment, Funding and Accounts. The role is the first point of contact for the office and also act as a liaison for all topics between Student Funding and the various academic program offices, academic areas, Sloan Finance, HR, and the rest of Student Services. This role manages all aspects of the Student Employment processes and experience at MIT Sloan for:

- Teaching Assistant (TA) and Research Assistant (RA) appointments
- Student Hourly Payroll
- Undergraduate Research Opportunity Program (UROP)
- MIT Temps appointments
- Management of PhD Fellowship budget through process of PhD Banking

Principal Duties and Responsibilities (Essential Functions**):

Operations (35%)

- Coordinates and performs and is responsible for all day-to-day operational activities for Sloan’s Student Funding Office, including administration, finance, Information technology, compliance, communications and outreach for all Student Accounts particulars.
- Researches, recommends and applies technical and content knowledge to achieve deliverables
- Contributes insight to program plans and strategy
- Develops, implements and monitors the Office of Student Funding’s projects and plans by prioritizing activities and processes to ensure a successful and timely completion and student experience
- Participates in the design, development of resources to improve operational and administrative activities

Primary Contact, Student Employment (35%)

- Correctly interpret Sloan internal policy and apply to conversations with faculty and Academic Areas to determine course TA budgets
- Serves as a resource for matters; processes related to Sloan Student Funding, Employment and Accounts
- Independently escalates budget exceptions to Dean level when necessary
- Establishes timelines and action steps and works with academic areas to meet deadlines



- Serves as primary contact with internal and/or external stakeholders to ensure achievement of deliverables
- Notify students when they are selected as TA provide various communication for students, including TA confirmation letters for SSN applications
- Serve as I-9 coordinator for Sloan, necessitating communication and reporting to central HR
- Responsible for manually approving TA and RA appointments ensuring accuracy
- Serve as primary resource during employment lifecycle. Ensuring completion of required hiring paperwork, role responsibilities, administers exit interviews, compiles responses, shares insights for continuous improvements
- Primary Sloan resource on MIT and Sloan's graduate student compensation policies and procedures, and advise and guide Sloan offices and students as requested.
- Act as Student Payroll Coordinator for Sloan. This involves extensive communication with students and other departments including finance and academic areas administration
- Approve related eDACCA reports and work with Sloan Finance to reconcile any discrepancies
- Work with SES to maintain SloanGroups website for TAs and to develop TA training materials

General Graduate Student Financial Services (30%)

- With access to Student Financial Services systems, advise and guide Sloan students from all programs on all questions relating to the financing of their degree
- First point of contact providing information and customer service for all students available for walk-in visits with students at all times.
- Manage process to create all Sloan PhD and Master's-level student fellowship appointments. Requires in-depth knowledge of Sloan and MIT compensation policies.
- Work with Sloan admissions and program offices to disseminate information to enrolled students, prospective students and applicants. This includes orientation presentations, webinars for applicants, discussions at Sloan Fest, office hours for walk-in appointments during admissions events on campus
- Interprets and complies with applicable federal, state and MIT policies and procedures in order to have Fellowship, RA and TA awards appropriately processed for all Sloan students.
- Participates in financial planning and information sessions
- Maintains database of external fellowship opportunities available to Sloan students, finding new entries and continuously vetting entries for inclusion.
- Process PhD travel appointments, and track spending in SPD database.

Supervision Received:

Reports to Director, Student Funding

Supervision Exercised:

May guide work of temporary staff

Qualifications & Skills:

Required:

- Bachelor's Degree in a related field
- Minimum 2 years of administrative and/or project/program management

Preferred:



- 3 years of student financial services experience at a higher ed institute
- Proven ability to execute day-to-day operational plans and provide input into major elements of projects, programs or systems
- Experience interpreting policies and conducting analysis to resolve issues and provide solutions
- Strong communication, analysis and organizational skills
- Ability to set priorities, meet competing demands and independently resolve complex problems
- Ability to deal with confidential information and/or issues with discretion

Competencies:

Contribute

1. **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
2. **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
3. **Is self-directed and proactive** while advancing work and achieving results

Collaborate

4. **Works towards team success** with humility, as both a member and a leader of formal and informal teams
5. **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
6. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

Engage

7. **Acts with caring and a sense of community** while demonstrating genuine respect towards every person
8. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
9. **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

** 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.