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### MIT Job Description

<b>Job Title: Program / Project Administrator</b>	<b>Position Title: Program Coordinator</b>
<b>Reports to: Senior Director of Undergraduate Education</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Sloan Undergraduate Education</b>	
<b>Date: 6/17/24</b>	

#### **Position Overview:**

Sloan has three majors and three minors in Management, Business Analytics, and Finance. As of Fall 2024, there are 200 undergraduates majoring in Course 15 with another 60 minoring in Course 15. In addition, 48% of MIT undergraduates will take at least one Course 15 class during their MIT tenure, with the vast majority of these students not being a declared Sloan major or minor. The goal of our office is to support MIT undergraduates who enroll in our curriculum, support MIT undergraduates who take Course 15 subjects, and increase the awareness of the offerings in Sloan amongst all MIT undergraduates. We build community for those majoring, minoring, or taking a course at Sloan both within and between those groups and between and within the larger Sloan community and the larger MIT community. In order to build this community and ensure that students are able to succeed to the best of their abilities at MIT, we continually focus on and work towards creating and maintaining an equitable and inclusive culture that embraces diversity and empowers everyone to learn and do their best at MIT. As the only program at Sloan with equal presence in Sloan and the rest of the Institute, the Undergraduate Education Office is in a unique and important position serving as a bridge between the multiple MIT communities. In this role, the Program Coordinator will have the primary responsibility of advising and auditing the Sloan undergraduate minors to ensure they submit appropriate forms and fulfill their requirements. The Program Coordinator will meet with prospective students about Course 15 offerings. The Program Coordinator will assist with event logistics including managing event registrations and check-ins, catering orders, and event setup and breakdown. The Program Coordinator will assist with marketing the Course 15 majors and course offerings to both internal and external audiences. The Program Coordinator will engage in professional development and committee work focused on diversity, equity, and inclusion.

#### **Principal Duties and Responsibilities (Essential Functions\*\*):**

##### **Advising – 30%**

Works with Associate Director to monitor the academic progress of Sloan undergraduate minors. Checks in monthly with Course 15 minors and prospective majors and minors to discuss academic roadmaps and course planning. Answers questions and provides advice for undergraduates interested in Sloan major, minors, courses, research, and other opportunities. Disseminates program information to parents, and other MIT academic departments and offices. Conducts information interviews with MIT applicants and potential MIT applicants. Stays informed about MIT resources available to support the academic, social, emotional, and career development of undergraduates. Provides letters for Course 15 undergraduate students participating in management curriculum-related off-campus internship experiences and ensures successful completion of associated curricular deliverables. Ensures accurate registrations for students involved in Course 15 UROPs and collects grades at end of each semester. Sends welcome messages to new Course 15 majors and minors and ensures access to mailing lists and undergraduate lounge. Attends Sloan undergraduate end of semester grades meeting to provide recommendations for Sloan undergraduate student actions and context about students' academic and outside academic situations. Works with Sloan and MIT databases, including MIT Registrar applications, MITSIS, WebSIS, and MySloan. Serves as a member, ex officio, of the Sloan School Undergraduate Education Committee.

##### **Event Planning and Management – 25%**

Assists with the organization of Course 15 community events including monthly community lunches, undergraduate retreat, Welcome Back reception, small group career-focused lunches, and student-led community events. Manages registrations and attendee check-ins. Compiles end of the year reports on number of events and student attendance. Reconciles receipts and budgets from community events. Ensures that events reflect and emphasize sustainability and creating a welcoming and inclusive community. Identifies and organizes additional events with the goal towards building a stronger Sloan

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undergraduate community and increased outreach across the MIT undergraduate community to bring a greater awareness of the curricular offerings in Sloan.

### **Marketing and Communications – 25%**

Works with Assistant Director to implement a broad-based and comprehensive communication strategy to serve current Sloan undergraduate students and create awareness among MIT undergraduates of the different ways to engage with Sloan. Monitors appropriate metrics for tracking the efficacy of the communication strategy. Assists with the office's major communication vehicles, including print material, the undergraduate office website, and social media. Partners with the Sloan Office of Communications in gathering news stories for website and social media account and arranging photography. Ensures the stories we tell and the students and alums we highlight reflect the diversity of identities and experiences of the Course 15 community. Regularly updates communication materials with new content and changes to curricula and ensures a coherent message and tone among all of the marketing and communication material. Responsible for ensuring the accuracy of the internal Course 15 undergraduate alumni database.

### **Diversity, Equity, and Inclusion - 10%**

Works with Undergraduate Office staff to create and implement an action plan each year to support MIT and MIT Sloan's commitment to advancing a caring and respectful community that embraces diversity and empowers everyone to learn and do their best at MIT. Works with Senior Director to identify program specific metrics for diversity, equity, and inclusion and the strategies and programming needed to achieve those metrics. Serves as a member on a school or institute committee or group focused on diversity, inclusion and/or wellness. Participates in professional development and educational opportunities focusing on concepts of belonging and access and their impact on underserved and underrepresented communities. Proactively develops or nurtures talent by mentoring junior colleagues.

### **Additional Duties – 10%**

Fosters and maintains relations with central MIT offices and with other MIT academic departments to keep current on curricular and co-curricular initiatives that may present new opportunities for Sloan undergraduates and/or the Undergraduate Education office. Represents Course 15 at academic expos, information sessions, open houses and undergraduate administrators' roundtables. Responsible for student administrative functions, such as email mailing lists, student name plates and mail folders, and access to undergraduate student lounge. Works with the Undergraduate Office staff to develop, implement, and improve office initiatives. Other duties as needed or required.

**Supervision Received:** Reports to the Senior Director of Undergraduate Education.

**Supervision Exercised:** No direct reports. Coordinate work of students and/or other staff as needed.

### **Qualifications & Skills:**

#### **Required:**

- Bachelor's degree
- Minimum 2 years of student services, operations, and/or project/program management

#### **Preferred:**

- 3 years related undergraduate student curricular or co-curricular administrative experience
- Individual must have excellent attention to detail, ability to initiate and manage multiple projects and tasks, strong interpersonal communication skills, and comfort with uncertainty and change.
- Mentoring skills and ability to work within a team environment is essential.

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*\*\* 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.*