



MIT Position Description

Job Title: Program/Project Coordinator	Position Title: Coordinator
Department: MBA Program Office	% Effort or Wkly Hrs: 50%

Position Overview:

The Coordinator with guidance from the Enterprise Management Faculty Head and the MBA Program Office Associate Director, will coordinate and perform operational and administrative activities for various programming and projects supporting the MBA office and students.

Principal Duties and Responsibilities (Essential Functions):**

Track Operations Management (25%)

- Prepare, track, and report on budgets
- Manage, monitor, reconcile, and control program expenses.
- Design, administer, and analyze surveys
- Develop and track key program / project metrics
- Serve as liaison to admissions, CDO, OER and other tracks and certificates
- Manage track communications and marketing including email, newsletter, MySloan, and website
- Participate in the design and development of program knowledge resources (e.g. databases, documentation, procedures)
- Coordinate fund-raising activities and cultivate and maintain relationships with potential donors and sponsors of the EM Track working with the Sloan Office of External Relations (OER)

Track Course Planning (25%)

- Compile and make recommendations to the EM Track Teaching Committee on the curriculum
- Develop, implement, and monitor program plans
- Manage course planning for EM Lab and Hackathon including assisting with class presentations and action-learning projects and speaker sourcing
- Select and coordinate teaching assistants and the student advisory board

Student Advising and Audits (25%)

- Serve as the first point of contact for MBA EM Track students and manage enrollment and onboarding
- Serve as a resource regarding MBA EM Track program
- Advise students on track curriculum, conduct semiannual audits of EM Track students, and certify students' completion of the track
- Update electives, requirements, and alumni records in conjunction with Sloan Educational Services (SES)



Program and Events Management and Other Projects (25%)

- Help plan and manage all EM Track and events and activities along with some MBA Program events and activities
- Prepare required documentation and reporting
- Establish timelines and action steps and work with others to meet event objectives and deadlines
- Serve as a contact with Internal and External stakeholders to ensure achievement of programs, projects, and events.

Perform other tasks as needed

Supervision Received:

The Coordinator will report to the Enterprise Management Faculty Head and the Associate Director, MBA Program Office.

Supervision Exercised:

The Coordinator will have no direct reports.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree
- Minimum 2 years of administrative and/or project/program management experience

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree
- Three years related work experience
- Excellent interpersonal and communication skills required with a diverse population of students, faculty, and staff; strong computer skills and knowledge of Word, Excel, and PowerPoint
- Seek a team player with extremely strong organizational skills, problem solving abilities, and the ability to successfully balance and prioritize a highly dynamic and diverse workload
- Familiarity with the MIT SAP financial reporting system preferred

Competencies

Contribute; Collaborate; Engage

** 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.