

MIT Job Description

Job Title: Program/Project Coordinator	Position Title: Program Coordinator, Finance & Event Operations
% Effort or Weekly Hours: 100%	Department: Executive Degree Programs

Position Overview:

The Executive Degree Programs Program Coordinator, Finance & Event Operations will play a crucial role within the operations team of the MIT Sloan Executive Degree Programs (Executive MBA and Sloan Fellows MBA) for the on-and-off-campus delivery of these world-class mid-career MBA programs. Under minimal supervision, will handle financial duties including purchasing, reconciling accounts, budget preparation, contractor payments and vendor agreements, as well as operational responsibilities including coordinating logistics for class sessions, modules, student-led programing, social and networking events, and recruiting events. Assist with a wide range of projects and initiatives to ensure the successful planning, execution, and reconciliation of these programs. Maintain working knowledge of the Executive Degree program's priorities and adjust to execute new adaptations as needed to match these priorities. On selected program delivery days/evenings (including ~25 evenings, ~20 Saturdays and 4 Sundays/year), provide exceptional customer service and logistical support to students and visitors, including acting as a point of contact.

Principal Duties and Responsibilities (Essential Functions):**

Event Operations and Program Logistics 40%

- Manage logistics, create and distribute communications and staffing assignments for team members for all classes, events, modules, and information sessions
 - Assist with the creation of new events and improving upon existing events based on feedback
- Collaborate with the Associate Director of Finance & Event Operations on the design and organization of on-and-off campus events, including the management of all internal and external vendors
- Validate logistics of Executive Degree courses and events as either primary or secondary set of eyes, ensure accuracy of details at the macro and micro level
- Oversee relationships with caterers for the creation, review and completion of all event documents as well as relationships with hotels for student room blocks and billing.
- Establish timelines to ensure the proper delivery of EMBA domestic and international information sessions, preview workshops and webinars
- Represent the EMBA in marketing and recruiting events including but not limited to information sessions, workshops and webinars

Financial Management 25%

- Collaborate with the Associate Director of Finance & Event Operations in preparing yearly business plan and accompanying budgets to ensure appropriate cost controls are in place. Manage budget to meet agreed targets
- Monitor and reconcile the accounts and budget in SAP while providing detailed spending forecast at the beginning of the fiscal year and track spending throughout. Resolve budget discrepancies, set up and close out purchase orders
- Host monthly meetings with the Assistant Dean and Associate Director of Finance & Event Operations to review and update them on the state of the budget
- Work directly and independently with vendors and contract employees to negotiate contracts, statements of work, create purchase orders, pay invoices and manage expenses. Review contract language and content and engage with MIT legal as needed
 - Coordinating directly with vendors to ensure smooth transition of program to external sites, flow of payments and reconciliations
- Act as purchase and travel card monitor and approver
- Facilitate staff and student travel logistics and monitor reconciliation of travel reports

Curriculum 20%

- Acts a liaison between the Executive Degrees' Program Office and faculty assistants
- Work directly with Sloan Technology Services to manage recording sheets and MIT Audio Visual for AV needs
- Prepare on-and-off campus materials and presentations for student distribution
 - Create and edit agendas

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- Coordinate circulation of textbooks
- Maintain schedules, recording sheets, and speakers, activities and classroom reservations for courses and student events that are non-curriculum based
- Contribute to and review weekly student announcements

Program Delivery & Office Support 15 %

- On Executive MBA and Sloan Fellows MBA program delivery days (including approximately 20 Saturdays/year and 4 Sundays), delivers customer service, logistical and technical support for Executive students and faculty.
- Participate in the EMBA Admissions process by greeting candidates prior to interviews, both virtual and in-person
- Works closely with the Executive Degree Leadership Team to oversee office management functions and to facilitate communication within the office and across the School
- Manage general advising questions in terms of logistics and resource locations
- Projects for Assistant Dean as needed: scheduling and slide deck creation
- Manage planning and execution of program team trainings, professional development, etc. and manage agendas for team meetings
- Performs other related tasks as required, including general office duties, and interactions more customer-service based in nature

Supervision Received: This position reports to the Associate Director of Finance & Event Operations and Advising. Minimal supervision in this role will be received.

Supervision Exercised: No direct reports.

Qualifications & Skills:

Required

Bachelor's degree or equivalent

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

Minimum of three years of experience in business or higher education

Superior written and oral communication skills. Attention to detail is critical; proof reading skills are essential

Proactively deliver results

Use Microsoft Office, database programs and SAP proficiently

Experience with vendor selection and vendor management

Ability to exercise a high degree of professionalism, diplomacy, and sensitivity to handle the complex and at times demanding needs of faculty, staff and students

Prioritize and manage multiple tasks and projects and various stages

Experience working in a team-oriented, collaborative environment

Ability to work well in an academic setting and be comfortable with the tempo of the academic calendar

Must be able to attend approximately 20 program delivery weekend days, flexibility to arrive early and stay late

Preferred

Familiarity with Sloan and MIT policies, procedures and systems

Ability to travel occasionally for domestic and international information sessions and course modules

** 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.