

## MIT Job Description

<b>Job Title: Program/Project Coordinator</b>	<b>Position Title: Food Supply Chain Analytics and Sensing Initiative (FSAS) Project Coordinator</b>
<b>Grade 6, exempt</b>	<b>% Effort or Wkly Hrs: 100% effort</b>
<b>Department: Food Supply Chain Analytics and Sensing Initiative (FSAS)</b>	

### TERM POSITION -> 12/31/2025

#### Position Overview:

PROJECT COORDINATOR, Sloan School of Management - Food Supply Chain Analytics and Sensing Initiative (FSAS), to perform and manage highly complex and diverse duties for the FSAS Initiative. Will work very closely with the Faculty Director, Executive Director of the FSAS Initiative to facilitate multiple projects in each of the FSAS research streams. Manages finances, coordinates and performs day-to day operational activities including initiative correspondence with partners / stakeholders, travel, reimbursements, purchases, publications, research, and courses. Participates in website maintenance, materials marketing, project development and management, and event support. Provides insights to project plans and will create processes to support deliverables. The coordinator will be the point person for FSAS activities and serves as a resource to others.

The Sloan School is seeking a highly motivated project coordinator to manage, facilitate, and execute all sponsored research activities within the FSAS Initiative.

Role eligible for hybrid work schedule that aligns with department guidelines.

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

Faculty affairs: (30%)

- Coordinates and manages the administrative components of the search and hiring of Teaching Assistance / Research Assistance, visiting students, and visiting researchers for the FSAS Initiative.
- Facilitates/ cultivates and maintain relationships within the Sloan/MIT community by working with relevant MIT Sloan offices, and external groups as necessary.
- Manage financial processes including: accounting, budget tracking, purchasing, reimbursements, travel reports and financial reconciliation
- communications, media relations, marketing, donor relations, and sponsored research administration with oversight from the Executive Director.
- Attends high-level meetings; record, interpret, draft, and distribute (pending approval) minutes from said meetings.
- Serve as liaison between faculty of FSAS and other groups internal/external to MIT.

Project management: (20%)

- Maintain project plans/schedules/deliverables for the FSAS research streams and help manage competing priorities for the projects.
- Compile, review, and analyze the data and findings for the research streams and help create reports on project progress that track key project metrics.
- Provide recommendations on next steps and how to resolve issues; manage spending for the projects.
- Handles grant proposal preparation, including researching appropriate funding opportunities for the Initiative, compiling materials for the application submission, helps manage technical reporting to sponsors on funded projects.

Administrative support: (20%)

- Provide advanced administrative support for the Initiative; scheduling meetings with multiple parties including a diverse set of stakeholders inside and outside of MIT; preparing trip materials, managing travel arrangements, and processing travel reimbursements; maintenance, projections, and monthly reconciliation of fund accounts; making purchase, processing invoices, requisitions, and journal vouchers.
- When approved by faculty and time allows, provide advanced administrative support for MSA with coverage and projects as needed.

Event Management: (20%)

- Plans and coordinates medium to large conferences, workshops, and research seminars. Includes speaker recruitment, preparation of agenda, food and other logistics, advertising, creating and distributing event listings across multiple media, tracking attendance and managing recording and dissemination of output.
- Establish timelines and action steps and work with others to meet event objectives and deadlines

Website, database and social media: (10%)

- Update and expand the FSAS Initiative website with materials on events, activities, research reports, and other relevant materials for a diverse audience of students, research partners, sponsors, and the public.
- Develops written and visual content for print, web and internal use
- Collaborates with FSAS team to identify new content.
- Help brand, establish, and maintain social media presence for Operations Research Center.

Other role related duties as assigned or required.

### **Supervision Received:**

Supervision is provided by the Faculty Director of FSAS and Executive Director of FSAS; position requires ability to perform with minimal direct supervision and proactive attitude.

**Supervision Exercised:** No direct reports.

### **Qualifications & Skills:**

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

- Bachelor's degree
- 2+ year's relevant administrative or project management experience.
- Proficient in Microsoft Office, Adobe products,
- Strong organizational and administrative skills.
- Attention to detail with the ability to own and follow through on tasks.
- Demonstrated ability to meet multiple tight deadlines and prioritize work appropriately.
- A proactive approach to projects, problem solving, communication, and planning.
- Excellent interpersonal and written communication skills.
- Excellent grammar and proofreading ability.
- Ability to effectively collaborate and interface with multiple constituencies including faculty, students, industry leaders, donors, media, students, faculty and other MIT offices.
- Demonstrated discretion and judgment in working with confidential information.

#### ***PREFERRED EDUCATION AND EXPERIENCE:***

- Financial background helpful
- Familiarity with MIT helpful

***COMPETENCIES: Collaborate; Contribute; Engage; Manage***

***\*\* 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.***