



MIT Position Description

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| Job Title: Program/Project Coordinator | Position Title: Coordinator, Facilities Space Planning |
| Reports to: Director, Facilities and Space Planning | % Effort or Wkly Hrs: 100% / 40 hours |
| Department: MIT Sloan Facilities and Space Planning | Prepared by: MIT Sloan FSP |
| Date: January 18, 2022 | |

Position Overview:

Manage databases and information systems to track space allocation and usage and to analyze building maintenance issues and trends in MIT Sloan School facilities. Monitor MIT Sloan's public spaces on a daily basis to identify problems, prioritize them, and initiate repair requests, understanding the wider building context and the goal of maintaining a high level of quality in the physical environment. Assist with FSP's financial accounting and regular budget processes. Track all project costs by building. Plan and carry out office moves at MIT Sloan, both large-scale across the School and smaller within departments. Manage MIT Sloan's office security with regard to keys, alarm and door codes, and security access. Serve as "gatekeeper" for ID card authorizations. May contribute insight and apply expertise to FSP management on strategic issues. This role is 100% on-site and will require working occasionally during evenings and weekends.

Principal Duties and Responsibilities (Essential Functions):**

Building Monitoring (30%)

- Independently perform daily space monitoring across Sloan buildings and grounds, assess physical conditions, determine repair needs and follow-up with work orders and repair projects.
- Arrange for and coordinate effective and timely resolution of repairs and maintenance issues and emergency situations.
- Negotiate service terms and pricing with vendors; coordinate and collaborate with MIT Facilities partners; hire outside facilities contractors, oversee their repair process to successful completion.
- Partner with Sloan Educational Services and other stakeholders to evaluate space use and approvals for event requests.

Data Management (25%)

- Oversee collection, organization, and tracking of space information related to allocation and usage of space across all of Sloan's on-campus and rental spaces (over 300,000 nsf). Verify and regularly update space records across all Sloan rooms and buildings, working with building residents as necessary. Create reports and graphic displays of this data to assist director with Sloan's long-term space planning.
- Manage a web-based system to monitor all facilities problems in Sloan buildings for which work orders have been placed by anyone at MIT. Track problem areas, analyze issues and trends. Anticipate and identify wherever possible areas needing proactive maintenance before problems can arise. Create and regularly generate timely reports that will guide and support the department's maintenance program and budget decisions.



- Evaluate, recommend, and implement changes and enhancements to space management systems as necessary.

Security (15%)

- Oversee MIT Sloan’s office security by creating and maintaining accurate Sloan office space user records with regards to keys, alarm and door codes, and security access. Oversee functioning of card key readers with IS&T.
- Serve as “gatekeeper” for ID card authorizations, providing community members access to secure spaces as appropriate. Serve as Covid Pass Administrator, responsible for adding and removing employees and affiliates.
- Support Sloan in aspects of safety, including purchasing equipment and coordinating emergency response trainings.

Financial (10%)

- Assist with management of FSP financial accounting. Manage internal processes for financial accounting and approvals. Ensure the integrity of FSP-related financial information. Handle financial accounting activities such as process invoices, change orders, journal vouchers and purchase orders.
- Assist in creation of detailed spending forecast at beginning of fiscal year and track spending throughout year. Work with FSP team to develop budgets. Assist with preparation of annual budget materials and fiscal year end closing activities. Determine what work was not completed for the fiscal year and create the accrual/carry forward list.

Sloan Office and Furniture Moves (10%)

- Assist in planning, coordinating and managing logistics involved in Sloan office moves, including working closely with clients, discussing their needs, identifying issues and resources for each move; coordinating with all impacted stakeholders, including moves in Sloan rental properties.
- Develop a plan/ timeline for the move, including negotiating service terms and pricing with vendors, hiring movers and contractors, coordinating with various MIT and service departments such as IS&T, Sloan Technology Services. Manage resource allocation of all excess property/furniture, working across campus and, when necessary, within the non-MIT community, to distribute to other users as appropriate.
- Plan and oversee public space furniture moves, including hiring movers, coordinating with MIT Facilities and other departments, and supervising the mover while on site.

Perform other duties as assigned and required (10%)

Supervision Received:

Supervision is provided by Director of Sloan Facilities and Space Planning; oversight of maintenance and financial issues coordinated by Associate Director; position requires ability to perform with minimal supervision.

Supervision Exercised:

No direct reports. May monitor and coordinate the work of outside custodians or repair and maintenance construction vendors.

Qualifications & Skills:



REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree (consideration for candidates with comparable experience).

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

Strong technical skills required for data tracking and management systems; solid understanding of accounting practices and procedures including purchasing, accounts payable and accounts receivable.

Understanding of facilities issues important, including building systems and ability to read architectural and engineering drawings.

Strong computing skills and ability to learn new software quickly.

Individual must work well under pressure of deadlines, with excellent attention to detail and follow-through, ability to balance multiple tasks simultaneously and have a strong sense of organizational process.

Strong interpersonal communication and project management skills are a must.

Ability to work outside traditional working hours on occasions, particularly in relation to coordination of departmental events and moves.

Demonstrated ability to work with diverse stakeholders and contribute to an environment that fosters teamwork, accountability and respect for all.

PREFERRED:

Facilities related work in an academic or comparable complex environment, consideration given to other relevant experience.

This position is 100% on-site.

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.*