
MIT Job Description

Job Title: Program / Project Coordinator	Position Title: Assistant Director, GP
Reports to: Associate Director	% Effort or Wkly Hrs: 100%
Department: Global Programs	

Position Overview:

Direct international programs, partnerships, and outreach as part of the strategic mission of MIT Sloan Global Programs (GP). Responsible for planning, organizing, and prioritizing activities and processes to ensure successful and timely completion of work/projects. Please visit <https://mitsloan.mit.edu/global-programs/global-programs-initiatives> to learn more about MIT Sloan's Global Program office current collaborations and academic impact.

This position will be required to be on campus when the programs, being managed, are visiting MIT Sloan. The position will be eligible for flexible work arrangements, on a continuing weekly basis.

Principle Duties and Responsibilities

- **Relationship Management (50%)** Holds primary responsibility for a diverse portfolio of programs including but not limited to partnerships in Asia and Europe. This role will assist in fulfilling commitments made in their respective MOAs, including, student immersion, International Faculty Fellows, faculty exchange, and other activities as determined by MIT Sloan and GP.
- **Communications/Marketing (20%)** Acts as point of contact for program partners, effectively communicating program goals and activities, and post course syllabus and required reading materials to online teaching platforms. Establish and maintain a professional working relationship with relevant faculty and staff. Research, evaluate, and recommend ways to use technology and existing infrastructure to improve delivery of programs including stakeholder communication, curriculum details, and orientation.
- **Operations (10%)** Work closely with GP staff to coordinate program activities and operations, improving efficiencies and promoting cross-program collaboration. Responsible for logistics associated with on campus programs, including but not limited to: reserving classrooms and/or conference rooms, booking AV support, order copyright for teaching cases and catering, when applicable. This position may require multitasking when program activities overlap. Experience in effectively plan logistics well in advance of program activities.
- **Legal (10%)** Maintain compliance with visa application policies and procedures by working closely with internal multi stakeholders to successfully onboard international scholars and/or

visiting faculty. Communicate effectively with MIT's legal team to comply with national and international contracts.

- **Financials (10%)** Develop and maintain program budgets. Report and effectively communicate on program activities with partners and internal and external audiences. Responsible for working closely with the financial team to report all program activity expenses.

Other responsibilities as required or assigned.

Supervision Received: Reports to the Associate Director, Global Programs. Requires the ability to contribute independently with minimal supervision as well as the ability to work closely with multiple stakeholders across GP and the school.

Supervision Exercised: N/A

Qualifications & Skills:

Required:

- Bachelor's degree. Master's degree preferred.
- Minimum 2 years of administrative and/or project/program management.
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, motivating teams, and managing budgets.
- Outstanding presentation skills.
- Deals with confidential information and/or issues using discretion and judgment.

Preferred:

- Experience, and a strong desire for, and be comfortable with domestic and international travel.
- Experience managing others and across teams
- Proven ability to support a culture of experimentation
- Effective at coaching and developing and influencing others.

Competencies:

- Strong desire to **contribute** – manages ambiguity and navigates change; demonstrates desire and drive for learning; is self-directed and proactive.
- Willingness to **collaborate** – works toward team success; collaborates with others; communicates openly and effectively.
- Passion to **engage** within the community – act with caring and a sense of community; fosters innovation and experimentation; builds diversity and inclusion.
- Ability to **lead** – focuses on impact and outcomes; influences others, initiates and sustains change.

***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.*