MIT Job Description

Job Title: Program/Project Coordinator	**Position Title: Program Coordinator, GP**
Reports to: Associate Director	**% Effort or Wkly Hrs: 100%**
Department: Global Programs	**Grade: 6 exempt**

Hiring pay range: $63,200 - $80,050

Position Overview:

MIT Sloan School of Management Global Programs office contributes to the School's mission of developing principled, innovative leaders who improve the world and generating ideas that advance management practice through global collaborations. Global Programs (GP) directs international and region-focused programs, offices, and strategic collaborations designed to expand and deepen MIT Sloan's mission and impact around the world. Reporting to the Associate Director, this position will play an integral role in delivering the program activities associated with several strategic collaborations that are overseen by Global Programs.

PROGRAM COORDINATOR, MIT Sloan School of Management - Global Programs, will be responsible for planning and organizing logistics of the MIT Sloan School's collaborations, which include but are not limited to: Asia School of Business, Queensland University of Technology, Universidad del Pacífico, the IDEAS program, the EPOCH program, and Science Tokyo.

This role works with the Global Programs team to strengthen MIT Sloan's international activities by independently coordinating and advancing day-to-day operations for assigned programs and projects. The Program Coordinator exercises sound judgment and independent thinking to assess needs, identify solutions, prioritize work, and move initiatives forward with minimal day-to-day direction, while escalating significant issues as appropriate. Responsibilities include managing student visits to MIT; supporting registration, events, faculty visits, IT/AV, logistics, and stakeholder communications; maintaining databases and specialized reports; monitoring payments; and supporting other evolving Global Programs initiatives to ensure successful program delivery.

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

Principle Duties and Responsibilities All Programs

Immersion Program for Asia School of Business, Queensland University of Technology, Universidad del Pacífico, the EPOCH program, the IDEAS program, Science Tokyo, and any programs as required. (60%) Coordinates day-to-day program operations and ensures efficient delivery of cross-program collaboration:

- Program planning: Works with Operations to decide on logistic needs for on-campus program delivery, including generating program agendas with appropriate partners and faculty; and develops, implements and monitors program planning.

- Issue identification and analysis: Adds research, analysis, and escalation of scheduling, budgetary, resource, and operational concerns.
- Stakeholder engagement: Serves as a key point of contact for internal and external stakeholders; contributes to program plans, timelines, and implementation strategies.
- Timelines and deadlines: Specifies establishing action steps to achieve objectives on time.
- Knowledge resources and documentation: Participates in the design of databases, documentation, policies, procedures, records, and materials while balancing competing priorities across concurrent programs, projects, and faculty visits.

MIT Faculty and Staff Visits to Partner School, including, but not limited to Asia School of Business, Queensland University of Technology, Universidad del Pacífico, the EPOCH program, the IDEAS Program, Science Tokyo, and any programs not listed here. (20%)

Responsible for coordinating with partner school to schedule faculty travel for teaching abroad:

- Coordinates with faculty, partner school contacts, and internal colleagues to establish timelines, confirm logistical arrangements, communicate requirements, and ensure travel and teaching activities are completed according to schedule.
- Monitors and coordinates all MIT Faculty documentation/materials, logistic tasks and decides on appropriate travel plan depending on the needs of the program partners.
- Maintains and updates relevant travel documentation, records and procedural resources to manage accurate expense reporting, consistent processes, and effective coordination of faculty and staff visits.
- Manages competing priorities across multiple faculty and staff visits, as needed, while ensuring alignment with program objectives, institutional procedures, and established deadlines.
- Oversees expenses incurred during trips and works with staff assistants to process post-teaching travel reports, ensuring appropriate allocation of funds and approving reimbursements, where applicable.

Coordination: Resource Management (15%)

Leads and streamlines the visa needs and requirements process for all incoming and outgoing program visa needs:

- Builds and manages relationships with embassies, consulates, and relevant national and foreign governmental agencies, especially for expedited and special visa requests.
- Liaises with all internal MIT offices, including International Scholars and Students Office (ISSO) to ensure compliance with MIT and USA rules and regulations.
- Oversees and monitors the entire student onboarding and visa process by providing necessary visa documentation, identifying appropriate visa class depending on program duration and reporting appropriate information to the MIT International Student Office and program stakeholders. Also ensures that all students meet visa compliance requirements according to the US State Department guidelines.
- Collaborates with the relevant stakeholders to prepare International Faculty Fellow (IFF) and research affiliate appointments for faculty from partner schools:
    - Tracks and monitors all application submissions, communicates updates to applicants and ensures compliance with the MIT Sloan HR requirements for these appointments.
    - Decides which appointment is more appropriate based on applicants' needs and decides on the correct application process.
    - Liaises with faculty host for applicant approval process in coordination with MIT Sloan HR.
    - Facilitates details of IFF arrival and term on campus.

Financial Operations and Administration (5%) Tracks program activity expenses against budgets. As required, submits requisitions for program expenses, oversees payments and reviews vendor contracts with relevant MIT departments. Leads decision making for vendors and program needs based on financial resources.

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: Not anticipated but may include supervision of occasional temporary employees.

Qualifications & Skills:

Required:

- Bachelor's Degree.
- Minimum 2 years of administrative and/or project/program management experience.
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, being a team-player, and understanding budgets.
- Outstanding communication skills both written and verbal.
- Proven ability to multitask managing competing priorities for multiple programs or projects.
- Experience in effectively planning logistics well in advance of program activities.
- Deals with confidential information and/or issues using discretion and judgment.

Preferred:

- 7 years relevant experience.
- Strong MS Office skills.
- Strong Adobe Creative Suite Skills.
- Experience with Project Management tools like Monday.com.
- Experience with Slate, Canvas, and/or Moodle.
- Experience and a strong desire to contribute.
- Positive attitude and flexibility when managing multiple projects.
- Experience collaborating with others and across teams.
- Proven ability to support a culture of experimentation.

Ability to travel domestically and internationally.

Competencies:

- Strong desire to contribute – manages ambiguity and navigates change; demonstrates the 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 for engaging within the community – act with caring and a sense of community; foster 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.*