

MIT Job Description

Job Title: Coordinator, Events & Community Support	Position Title: MBA Coordinator
	% Effort or Wkly Hrs: 100% effort (10% MFIN Program, 90% MBA Program)

Position Overview:

The events and community coordinator, is a member of a 7 person team within the MBA Program Office. They will be an integral member of the MBA Program team. Under minimal supervision the coordinator will provide a high level of organization and administrative support. Given the size and complex nature of some of these programs it is critical that the coordinator work closely at all levels across MIT and Sloan to consistently produce high quality events and programs for our myriad stakeholders and to ensure operational excellence for the MBA & MSMS Program.

Key responsibilities include organizing and executing various community building programs and events for the MBA population of 800+. The coordinator will be responsible for developing and implementing a communication strategy and marketing campaigns for program events. With minimal supervision they will handle financial duties to include; purchasing, reconciling accounts, budget preparation and management, vendor agreements and payments. The coordinator will work as part of the MBA team on a wide range of projects and special initiatives to ensure success of the program. They will identify and implement programs and events geared towards student experience for MBA & MSMS students including current and prospective.

In addition the coordinator will support the execution of our major events; orientation, AdMIT weekend and graduation. They will also support the Assistant Dean for the Master of Finance program 10% of the time.

Principal Responsibilities and Essential Functions:

Program and Event Management (50%)

Under minimal supervision, this individual will be responsible for the following:

- Under minimal supervision individual will be responsible for operational aspects of planning, organizing and executing 8+ program specific events ranging from 15-400.
- Support operations for various multi day programs and events including but not limited to pre-orientation, orientation, admit weekend, and convocation. Will collaborate with supervisor and project managers as needed.
- Select and identify internal and external vendors (event space, catering, printing, etc.).
- Independently negotiate contracts and pricing with internal and external vendors. Review contract language and content and engage with procurement as needed.
- Manage relationships with caterers and vendors for program events ensuring satisfactory products and or services. Meeting vendors and caterers including but not limited to MIT facilities, audio visual, etc.
- Collect after action metrics for historical data to assist with evaluating program success.
- Evaluate, recommend and implement changes and enhancements to current and future MBA programs and events.
- Onsite coordination, oversight, and leadership as needed in the delivery for MBA program events.
- Ensure that MIT event management policies are adhered to, particularly those serving alcoholic beverages.

- Plan and organize logistics and operations for major events in collaboration with the Senior Associate Director or project owner
- Occasional evening or weekend event staffing around major events (Orientation, AdMIT weekend and Graduation) is required.

Financial Support 25%

- The coordinator would be responsible for building and monitoring spending for event budgets that total \$700K.
- Will annually evaluate and make recommendations for implementing changes and enhancements to program events and other department operations.
- *Coordinator will assist Assistant Dean of MBA Program in creating yearly business plan and budget for fiscal year*
- Split responsibility with other program coordinator to independently oversee all financial transactions for the department: arranging for vendor payments, generating POs, handling JVs, and clearing staff initiated credit card transactions.
- Monitor and reconcile the MBA Program accounts and budgets in SAP.
- Resolve budgeting discrepancies, set up and close out purchase orders and host monthly meetings to apprise MBA Program Assistant Dean & Sr. Associate Director to review and update on overall program budget.
- Collaborate with colleagues in the Finance & Accounting teams to deliver the overall needs of the MBA Program.
- Coordinate with members of the MBA team to create and manage budget for each program or event and track spending to ensure events are within budget.
- Responsible for managing equipment and supply requests for the program team.

Communications (10%)

- Develop and manage communication and marketing to include; event and program invitations and advertisements using Adobe Creative Suite (PhotoShop and Illustrator) and internal platforms; SloanGroups and VISIX.
- Oversee event registration and correspondences for pre-orientation, admit weekend, town hall, student headshots and additional ad-hoc events using Excel, Microsoft Office suite, MIT listservs and SloanGroups

Program Office Operations (15%)

- Manage the office events calendar and keeping the team apprised of upcoming program events and date changes.
- Provides administrative support for the Assistant Deans of both the MBA and MFin programs, primarily in the form of calendar management, meeting coordination for committees and other appointments, meeting support and note taking, travel arrangements and reconciling travel expenses.
- Other duties include special projects and new initiatives as needed or required.

Supervision Received:

This position will report directly to the Sr. Associate Director of MBA Program and will work closely with colleagues at all levels across MIT and Sloan. The Program Coordinator is expected to make decisions independently and keep supervisor informed as necessary of issues or strategic importance.

Supervision Exercised:

No direct reports. May monitor and coordinate the work of students or temps with administrative support.

Qualifications & Skills:

Education and Experience

- Bachelor's degree; advanced degree desirable
- A minimum of three years' experience in a business or academic environment
- Experience in event and project management
- Proficient with design software for marketing collateral; Adobe Creative Suite either Photoshop or illustrator.
- Familiarity with MIT Sloan and MIT policies and procedures highly desirable

Demonstrated ability to

- Be proactive, take initiative and work effectively with limited supervision
- Strong interpersonal skills and ease with verbal and written communication skills and ability to interact effectively with a diverse group of people by telephone and in-person contacts.
- Make contributions as a positive, proactive team member in a dynamic and culturally diverse work environment
- Use independent judgment and make decisions in working with students and other stakeholders and vendors that reflect the values of the program and the school
- Strong organizational and time-management skills required, including ability to handle multiple tasks simultaneously.
- Initiative, flexibility and openness to change needed; ability to anticipate and prioritize effectively; a proactive approach to projects, problem solving and planning; good judgment, discretion, and diplomacy; and ability to own and follow through on tasks independently and as part of a team.
- Proficient in Microsoft Office, especially excel and PowerPoint, Adobe Creative Suite; either Photoshop or illustrator, SAP, and other programs as needed
- Ability and willingness to work occasional evening or weekend events around major events (Orientation, AdMIT weekend and Graduation) and deadlines are required.
- Standard dress code for the office is business attire and on occasion will warrant business formal attire during major program events.