



MIT Position Description

Job Title: Program/Project Coordinator	Position Title: Coordinator, Program Events & Community Support, MBA
Department: MBA Program Office	% Effort or Wkly Hrs: 100% effort
Reports to: Sr Associate Director, MBA	Grade 6- exempt

Position Overview:

The events and community coordinator is an integral member of a 9-person team within the MBA & MSMS Program Office. Working with minimal supervision, the coordinator will be responsible for organizing and executing high-level programs and administrative support that serve 900+ MBA and MSMS students.

Given the size and complex nature of these programs and events, it is critical that the coordinator work collaboratively across MIT and Sloan to consistently produce high-quality events and programs while ensuring operational excellence. The coordinator will identify and implement programs geared toward student experience, manage all office communications, and oversee financial operations including budgets totaling \$700K.

The role must work a minimum of 3 days per week on campus, plus occasional evenings and weekends. Full-week on-campus presence is required during major events (Orientation, AdMIT Weekend, and Graduation) or critical deadlines. Documentation will be maintained for any issues.

Principal Duties and Responsibilities (Essential Functions):**

Program and Event Management (50%)

- Under minimal supervision, the Coordinator will be responsible for:
- Plan, organize, and execute 8+ program-specific events ranging from 15-450 attendees, managing all operational aspects from conception to completion
- Support operations for multi-day Orientation and Graduation activities, collaborating with supervisor and project managers as needed
- Provide on-site coordination, oversight, and leadership during the delivery of MBA program events
- Plan and organize logistics and operations for major events in collaboration with the Senior Associate Director or project owner
- Identify and select internal and external vendors; independently negotiate contracts and pricing; manage vendor relationships to ensure satisfactory products and services
- Ensure compliance with MIT event management policies, particularly those regarding alcohol service
- Collaborate with manager and student leaders to promote inclusive community programming and student experiences while maintaining collaborative relationships with the Sr. Associate Director and project owners
- Collect post-event metrics and develop after-action reports for historical data to evaluate program success and inform continuous improvement
- Evaluate, recommend, and implement enhancements to current and future MBA programs and events
- Work occasional evenings and weekends for major events (Orientation, AdMIT Weekend, and Graduation) is required.

Financial Support 25%

- Manage event budgets totaling \$700K, including building, monitoring, and reconciling spending
- Coordinate with members of the MBA team to create and manage budgets for each program or event and track spending to ensure events remain within budget
- Independently oversee all financial transactions: arrange vendor payments, generate purchase orders, handle journal vouchers, and clear staff-initiated credit card transactions
- Monitor and reconcile MBA Program accounts and budgets in SAP; resolve discrepancies and reconcile monthly
- Set up and close out purchase orders; host monthly meetings with MBA & MSMS department leadership to review and update overall program budgets



- Assist the Assistant Dean of MBA Program in creating the annual business plan and budget for the fiscal year
- Evaluate and make annual recommendations for implementing changes and enhancements to program events and department operations
- Manage equipment and supply requests for the program team
- Collaborate with colleagues in the Finance & Accounting team to deliver overall MBA Program needs

Communications (20%)

- Independently create and publish two separate weekly newsletters for 900+ subscribers using SloanGroups at regular, timed intervals
- Develop and manage comprehensive communication and marketing materials including newsletters, summer communications, event invitations, and advertisements using Adobe Creative Suite (Photoshop and Illustrator) or Canva, SloanGroups, and VISIX
- Curate content from across the institute by collaborating with partner offices
- Independently manage internal and external communications via email, Slack, and phone; escalate strategic issues to supervisor as appropriate
- Oversee event registration and correspondences using Excel, Microsoft Office Suite, MIT listservs, and SloanGroups

Program Office Operations (5%)

- Manage the office events calendar and keep the team apprised of upcoming program events and date changes
- Provide administrative support for the Assistant Dean of the MBA Program, including calendar management, meeting coordination, meeting support and note-taking, travel arrangements, and expense reconciliation
- Perform other duties and responsibilities as assigned or required.

Supervision Received: This position reports directly to the Sr. Associate Director of MBA Program and works closely with colleagues at all levels across MIT and Sloan. The Program Coordinator is expected to make decisions independently and keep the supervisor informed of issues of strategic importance.

Supervision Exercised: No direct reports. May monitor and coordinate the work of students or temporary staff with administrative support.

Qualifications & Skills:

Required Education, Experience and Demonstrated Ability:

- Bachelor's degree required.
- Minimum 2 years of administrative and/or project/program management experience.
- Plan, organize, and execute 8+ program-specific events ranging from 15-400 attendees, managing all operational aspects from conception to completion
- Support operations for multi-day Orientation and Graduation activities, collaborating with supervisor and project managers as needed
- Provide on-site coordination, oversight, and leadership during the delivery of MBA program events
- Plan and organize logistics and operations for major events in collaboration with the Senior Associate Director or project owner
- Identify and select internal and external vendors; independently negotiate contracts and pricing; manage vendor relationships to ensure satisfactory products and services
- Ensure compliance with MIT event management policies, particularly those regarding alcohol service
- Collaborate with manager and student leaders to promote inclusive community programming and student experiences while maintaining collaborative relationships with the Sr. Associate Director and project owners
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Technical Skills:

Design & Marketing: Proficiency with Adobe Creative Suite (Photoshop and/or Illustrator) or Canva for marketing collateral |
Office & Data Management: Proficiency with Microsoft 365 (Word, Excel, PowerPoint) and database management |
Collaboration & Project Tools: Slack and Trello | **Financial Systems:** SAP | Additional tools as needed

Preferred:

- Three years' experience in event management or program management
- Familiarity with MIT Sloan and MIT policies and procedures highly desirable

MIT Sloan Competencies – Collaborate; Engage; Contribute

- **Collaborate:** Works collaboratively toward team success; communicates openly and effectively; builds strong relationships across organizational boundaries
- **Engage:** Fosters innovation and experimentation; demonstrates intellectual curiosity and desire for continuous learning.
- **Contribute:** Manages ambiguity and navigates change effectively; leads by focusing on impact and outcomes.

*** 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.*