



MIT Position Description

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

**Position Overview:**

The events and community coordinator is an integral member of a 9 person team within the MBA & MSMS Program Office. Under minimal supervision the coordinator will be responsible for organizing and executing high level programs and administrative support.

Given the size and complex nature of some of these programs and events 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 managing all communications for the office; this includes developing and implementing a communication strategy for two weekly newsletters, summer communications and general response to email and slack inquiries. With minimal supervision they will handle financial duties to include purchasing, reconciling accounts, budget preparation and management, vendor agreements and payments.

The coordinator will support the execution of major events and 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.

Role must be available to work in person for a regular hybrid schedule of 3 days of week on campus and be able to work occasional nights and weekends for signature events.

**Principal Duties and Responsibilities (Essential Functions\*\*):**

**Program and Event Management (50%)**

Under minimal supervision, the Coordinator will be responsible for the following:

- Operational aspects of planning, organizing, and executing 8+ program specific events ranging from 15-400 attendees.
- Support operations for various multi-day Orientation and Graduation activities. Will collaborate with supervisor and project managers as needed.
- Collaborate with manager, student leaders, and Sloan's DEI Office to promote inclusive community programming and participate in projects that improve student experiences.
- Identify and select internal and external vendors; independently negotiate contracts and pricing; manage vendor relationships to ensure satisfactory products and services.
- 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 will 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 annual business plan and budget for fiscal year.
- 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 with MBA & MSMS department leadership to review and update on overall program budget.
- Collaborate with colleagues in the Finance & Accounting team 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 (20%)**

- Responsible for independently creating and publishing at regular timed intervals two separate weekly newsletters for 800+ subscribers using the newsletter feature in SloanGroups.
- Curate content from around the institute by collaborating with partner offices.
- Develop and manage communication and marketing to include newsletters, summer communication, event invitations and advertisements using Adobe Creative Suite (PhotoShop and Illustrator) and internal platforms; SloanGroups and VISIX.
- Independently prepare standard and complex correspondence to respond to internal inquiries from students, Institute representatives, and external inquires through calls, e-mail and slack; uses judgment and knowledge to determine when to consult with supervisor.
- Oversee event registration and correspondences for program events 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, 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.

**Perform other duties and responsibilities as assigned 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 of strategic importance.

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

**Qualifications & Skills:**

**Required Education, Experience and Demonstrated Ability:**

- Bachelor's degree;
- A minimum of two years' experience administrative and/or project/program/event management
- Demonstrated interest in events and student engagement.
- Proficient with design software for marketing collateral; Adobe Creative Suite either Photoshop or illustrator.
- Experience working with vendors, senior staff, and administration a must.
- Proficiency with Microsoft 365, Word, Excel, and PowerPoint. Familiarity with database management, Slack and Trello
- 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.

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

- **Collaborates** and works towards team success.
- Communicates openly and effectively.
- **Engage** through fostering innovation and experimentation.
- **Contribute** by managing ambiguity and navigating change.
- Demonstrating desire and drive for learning
- 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.*