

MIT Job Description

Job Title: Program/Project Coordinator	Position Title: Coordinator, MBAn Events & Community Support
[REDACTED]	% Effort or Wkly Hrs: 100% effort
Department: MBAn Program Office	[REDACTED]
Date: January 7, 2022	

Position Overview:

The events and community coordinator, is a member of a 5-person team within the MBAn Program Office. They will be an integral member of the MBAn 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 MBAn Program and of the Analytics Certificate.

Key responsibilities include organizing and executing various community building programs and events for the MBAn population of 70+. 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 MBAn 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 MBAn students including current and prospective.

In addition, the coordinator will support the execution of our major events; Orientation, IAP (Independent Activities Period) Activities, Capstone showcase, and Graduation, Certificate Ceremony. They will also support the MBAn Director for the Master of Business Analytics program 10% of the time working on the Analytics Certificate Inquiries.

This position is expected to align with the current MBAn Office hybrid guidelines, which varies throughout the calendar year. (Minimum of 4 days in person and 1 day remote)

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 10+ program specific events ranging from 15-400.
- Support operations for various multi day programs and events including but not limited to: orientation, SIP week, IAP and convocation. Will collaborate with supervisor and colleagues 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 MBAn programs and events.
- Onsite coordination, oversight, and leadership as needed in the delivery for MBAn 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 Associate Director or project owner
- Occasional evening or weekend event staffing around major events (Orientation, Capstone Networking night, Analytics Career Night, and Graduation) is required.

Financial Support 25%

- The coordinator would be responsible for building and monitoring spending for event budgets that total \$200K.
- Will annually evaluate and make recommendations for implementing changes and enhancements to program events and other department operations.
- Coordinator will assist Assistant Director of MBA Program in creating yearly business plan and budget for fiscal year
- Will 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 MBAn Program accounts and budgets in SAP.
- Resolve budgeting discrepancies, set up and close out purchase orders and host monthly meetings to apprise MBAn Assistant Director & Director to review and update on overall program budget.
- Collaborate with colleagues in the Finance & Accounting teams to deliver the overall needs of the MBAn Program.
- Coordinate with members of the MBAn team to create and manage budget for events and track spending to ensure events are within budget.
- Responsible for managing equipment and supply requests for the program team.

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 Director and the Assistant Director of the MBAn 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.
- Other duties include special projects and new initiatives as needed or required.

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 like SloanGroups.
- Oversee event registration and correspondences for orientation, student-lead events, town hall, student headshots and additional ad-hoc events using Excel, Microsoft Office suite, MIT listservs and SloanGroups

Other Duties and Responsibilities as Assigned

Supervision Received:

This position will report directly to the Assistant Director of MBAn Program and will work closely with colleagues at all levels across MIT and Sloan. The Program Coordinator is expected to make decisions independently and work effectively with limited supervision while keeping 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:

REQUIRED:

- Bachelor's degree;
- A minimum of two years' experience in administrative and/or project/program management
- Experience in event management
- Proficient with design software for marketing collateral; Adobe Creative Suite either Photoshop or Illustrator.
- 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.
- Ability to own and follow through on tasks independently and as part of a team.
- Use independent judgment, with limited supervision 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.
- Make contributions as a positive, proactive team member in a dynamic and culturally diverse work environment

PREFERRED:

- Proficient in Microsoft Office, especially Excel and PowerPoint, Adobe Creative Suite; either Photoshop or Illustrator, SAP, and other programs as needed
- 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
- Ability and willingness to work occasional evening or weekend events around major events (Orientation, Analytics Career Night and Graduation) and deadlines are required.
- Experience in business or academic environment
- Familiarity with MIT Sloan and MIT policies and procedures highly desirable

Standard dress code for the office is business attire and on occasion will warrant business formal attire during major program events.

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