



MIT Position Description

<b>Job Title:</b> Program / Project Coordinator	<b>Position Title:</b> Corporate Relations Coordinator, MBAn
<b>Reports to:</b> Associate Director, MBAn	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> Master of Business Analytics Program Office	<b>Grade</b> 6

**Corporate Relations Coordinator Position Overview**

The Corporate Relations coordinator is a member of a 6-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. Key responsibilities include managing the onboarding, invoicing, and tracking of 40+ company hosts each year who sponsor student Capstone projects. With minimal supervision they will handle data tracking duties to include; invoicing, CRM management, calendar management, Capstone-specific budget tracking and management. 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. This position is expected to align with the current MBAn Office hybrid guidelines, which varies throughout the calendar year. (Minimum of 2 days in person)

Working in conjunction with the Associate Director, Corporate Relations and other members of the MBAn team, the Corporate Relations Coordinator assists with the campus recruiting program by providing administrative, logistical and operational support and managing the logistics involved in company relationships and Capstone engagements. Significant interaction with companies, students, and the Sloan community.

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

**Program and Operations Support (40%)** Under minimal supervision individual will be responsible for operational aspects of planning, organizing and executing Corporate events, and facilitating relationship management.

- Support operations for various multi day programs and events including but not limited to: Capstone preview night, Capstone Pitch Days, Data Science Trek, and Analytics Networking Night
- Track communications with current company relationships, and provide insight into building and shepherding companies through the engagement funnel
- Collect after action metrics for historical data to assist with evaluating program success.
- The Coordinator will regularly update and monitor information in the CRM database and ensure all information is accurate.
- Source and compile quantitative and qualitative data and generates reports from database on an as-needed basis

**Financial Support (30%):** The Coordinator will ensure timely payment of invoices and revenue with a value of over \$2.5 million per year

- Create, send and follow up on invoices for Capstone Companies in collaboration with the Student Funding Office.
- Become familiar with a variety of corporate funding portals, including ARIBA, QuickBooks, Bill, and others, based on what each company uses for invoice payment
- Collaborate with Student Funding and Accounts Receivable to track invoices and ensure proper attribution in MIT cost object systems
- Manage logistics and finances for travel to conferences, corporate meetings, and treks.
- Coordinator will assist Associate Director of MBA Program in creating yearly marketing budget
- Monitor and reconcile the MBAn Corporate Relations receipts and budgets in SAP.

**Communications and Relationship Support (20%):**

In conjunction with other members of the MBAn Team, the Coordinator acts as a resource for students and the MIT community on company-specific information for Capstone projects, and the status of corporate relationships

- Develop and manage communication and marketing to include; event and program invitations and newsletters using Hubspot or Salesforce and internal platforms like SloanGroups, and MoiraListservs
- Provide professional support and communications on-site to company representatives at Capstone events, ensuring strong relationships and a smooth experience for external partners.

**Program Office Operations (10%):**

- Provides administrative support for the Associate 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.
- Will support other activities and event coordination for the MBAn program on an as-needed basis.

**Other related duties as assigned.**

**Supervision Received:** Associate Director Corp Relations

**Supervision Exercised:** none

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**Qualifications & Skills:**

**Required:**

**Education:** Bachelor's degree in any field

**Experience:** Minimum 2 years of administrative and/or project/program management experience.

**Skills:**

- Keen attention to detail; strong analytical and problem-solving skills. Ability to take ownership of tasks and projects with minimal supervision
- Demonstrated ability to create and maintain processes, including record-keeping, invoicing, and document tracking.
- Excellent interpersonal and customer service skills
- Demonstrated ability to balance needs of multiple high-level stakeholders
- Highly self-motivated individual who is able to effectively prioritize and execute tasks in a fast-paced team environment
- Strong written and oral communication skills; computer and web/database literacy

**Evening/night/weekend:** Must be able to work flexible/extended hours during peak periods (January, August)

**Travel:** Occasional travel for conferences, meetings, and company visits - no driving, no intl travel required

**Preferred:**

- 5 years of professional work experience
- Familiarity with corporate financial processes, CRM Systems such as Hubspot and Salesforce, MIT databases, policies and procedures
- Experience with processing invoices and communicating with corporate finance offices and high level stakeholders
- Experience in a client or customer-facing role.

**Competencies:**

**Contribute**

- **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
- **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
- **Is self-directed and proactive** while advancing work and achieving results

**Collaborate**

- **Works towards team success** with humility, as both a member and a leader of formal and informal teams
- **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
- **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

**Engage - Acts with caring and a sense of community while demonstrating genuine respect towards every person**

*\*\* 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.*