

MIT Position Description

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| Job Title: Financial Administrator 1 | Position Title: Coordinator, Planning and Resource Management, OER |
| Reports to: Senior Associate Director, Planning and Resource Management | % Effort or Wkly Hrs: 100% (hybrid eligible – 3 days in the office) |
| Department: MIT Sloan Office of External Relations | Grade 6 |

Hiring pay range: \$66,000 - \$79,200

Position Overview:

The Planning and Resource Management Coordinator serves as the central financial administrative and operations resource for the Office of External Relations (OER). This position is responsible for a wide range of operational support, including budget and financial management, staffing coordination, office operations, procurement, and onboarding/offboarding processes.

Reporting to the Senior Associate Director, the coordinator ensures smooth day-to-day operations across multiple OER functions. The role also liaises with key MIT departments including Procurement, Contracts, Accounting/Finance, Facilities, and Information Technology (STS), helping to implement administrative systems and procedures that improve efficiency, reduce costs, and enhance staff support across the office.

The coordinator also manages a rotation of administrative staff and coordinators to ensure coverage of shared responsibilities, such as answering the OER 800-line, processing mail and package deliveries, and supporting logistics and facilitation for OER-wide meetings and events. Additionally, the role plays a key part in identifying resource constraints during high-volume periods and recommending cross-training or reallocation of workload as needed. Role eligible for hybrid schedule that aligns with OER guidelines.

Principal Duties and Responsibilities

Financial Administration & Operations (70%)

- Coordinate financial activities related to daily operations including the preparation and review of OER's operating budget, including materials to support the annual budget planning process.
- Prepare and create budgets, review for accuracy and attention to detail.
- Performs diverse financial duties including preparing ad hoc financial reports and forecasts for OER leadership to support decision-making.
- Provides ongoing analysis of the budgets to provide accurate forecasting and quarterly updates for all budget managers.
- Review, reconcile and audit monthly SAP budget statements across all profit centers in coordination with Sloan Finance.
- Oversee processing of financial transactions (credit card charges, requisitions, invoices, and payments) across all OER units bringing issues of concern to appropriate staff.
- Tracks, monitors and approves financial performance of accounts including travel expenses within department limits

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- Provide training to OER staff on financial procedures, procurement processes, and travel policy compliance.
- Coordinates operations for OER, addressing day-to-day administrative, HR, financial, and facilities-related needs.
- Tracks and monitors financial performance of accounts including the procurement, lease, maintenance, and disposal of office technology (laptops, printers, A/V equipment, etc.); liaise with STS to assess departmental technology needs and manage vendor relations.
- Creates, implements, and maintains accurate and up-to-date records for organizational charts, space allocation, FTE counts, phone lists, and key/access control.
- Advises staff on tools such as Trello, Excel, PowerPoint, Word, Zoom, and Tableau, ensuring consistency and efficient use.
- Continuously assess and recommend improvements to financial systems, including budget tracking system for multiple accounts
- Monitors office workflows, systems, and operational procedures and recommends and coordinates process improvements
- Monitors and coordinates onboarding and offboarding by assisting with task checklists and ensuring compliance with MIT/MIT Sloan policies.

Office Operations (20%)

- Oversee and manage a rotating schedule of support and coordinator-level staff to ensure consistent coverage of shared office-wide responsibilities, including:
 - Responding to calls on the OER 800 line.
 - Receiving and distributing incoming mail and packages.
 - Monitoring the voicemail box.
 - Ensuring the timely processing of checks.
- Provides logistical and facilitation support for OER-wide meetings, events, and special gatherings including the coordination of departmental retreats and meetings
- Assists Senior Associate Director of Development Operations, convene and lead regular Admin Partner meetings to review updates to policies and procedures, coordinate training, and encourage knowledge sharing.
- Track and monitor status updates on open positions and recent promotions within the department and maintains a central repository of job descriptions including regular reviews and updates.

Assists with tasks supporting the recruitment process by monitoring and coordinating workflow including interview schedule and skills assessments.

Project Support & Other Duties (10%)

- Assists Senior Associate Director with projects as assigned.
- Other duties as assigned.

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Supervision Received: Receives supervision from the Senior Associate Director of Planning and Resource Management

Supervision Exercised: None

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree

Minimum two years of accounting or finance required

Strong communication, analysis and organizational skills required

Administration experience required

Strong technical skills including proficiency in Excel.

Ability to troubleshoot technical issues

Ability to manage multiple tasks efficiently in a high-pressure environment.

Meticulous attention to detail.

PREFERRED EDUCATION AND EXPERIENCE:

Proficiency using CRMs/fundraising systems such as Advance.

Administrative experience in university setting preferred

Development, Human Resources, Finance, and MIT experience desired.

Competencies: Collaborate; Engage; Contribute

Top Sloan Competencies

Engages

- Acts with caring and a sense of community while demonstrating genuine respect towards every person
- Acts with integrity and upholds the highest personal and professional standards
- Builds trust and credibility
- Assumes good intent when listening to and working with colleagues
- Aligns actions and makes decisions that further the school's mission
- Supports colleagues in their work to achieve excellence and contribute to the Institute's success
- Serves as an "active bystander" and intervenes when counterproductive behaviors are demonstrated by others

Collaborates

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- 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
- Holds self and others accountable to agreed-upon outcomes and deliverables
- Takes initiative to support team deliverables
- Adjusts priorities in response to pressing and changing stakeholder needs

Contributes

- 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
- Prioritizes own work to align with organizational goals
- Consistently delivers on goals, commitments, and priorities with high standards
- Prepares for discussions, meetings, and assignments in advance
- Anticipates needs and takes action
- Is tenacious and resourceful; finds a way forward
- Takes the next step to solve problems independently by presenting analyses, recommendations, and solutions
- Makes time to think and explore in addition to successfully executing tasks
- Identifies possibilities, translates ideas into action, and improves the way things gets done; makes a difference

*** 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.*