

MIT Job Description

School of Engineering Mechanical Engineering

Job Title & Grade: Program/Project Administrator	Position Title: Program Administrator, Students & Community
Reports to: Executive Director	% Effort or Wkly Hrs: 50%, 2 year term appointment
Department: Sloan	Grade: 8

Hiring pay range: \$79,050 - \$106,420

Position Overview:

The Program Administrator, Student & Community position combines administrative program-coordination experience with community-building and ecosystem-engagement capabilities. This position serves as the administrative lead for student-facing classes and programs and its external community—including class operations and coordination, student program support, the convening venues and consortium that connect the defense, security and resilience (DSR) ecosystem, and the communications that carry that work to a wider audience. The role also helps lead, manage, and support the organization's key external partnerships, with accelerators, conferences and other centers focused on students and community, and supports the creation and launch of new programs.

The role supports the Executive Director with educational reach, membership base, and community footprint, and serves as a primary point of contact for students, mentors, consortium members, and community partners. Should be able to communicate and present clearly, manage many concurrent programs and stakeholders, and represent MIT to students, faculty, alumni, and the broader defense, security, and resilience innovation community.

Principal Duties and Responsibilities (Essential Functions):**

- Lead, manage, and support the organization's relationships with key institutional community and student facing partners, coordinating joint programming, communications, and day-to-day relationship management.
- Support the setup and launch of new programs, managing them from concept through full operation.
- Serve as the programmatic and administrative lead for student-facing classes—graduate and undergraduate courses, the Independent Activities Period (IAP) Dual-Use Ventures offering, and the Defense and Dual-Use Ventures Action Learning Lab—coordinating emails and communications to class stakeholders, teaching assistants and the teaching team, classroom booking and reservations, session scheduling, and general class operations.
- Source and coordinate guest speakers for classes, and coordinate across departments and functions on class-related projects and activities.
- Recruit, onboard, and support undergraduate researchers through the Undergraduate Research Opportunities Program (UROP), providing project-management and administrative support. Match students to projects, steward the student experience from application through completion, and serve as the students' primary program contact.
- Plan and execute convening venues and events, including the annual Dual-Use Innovation Day, the Dual-Use Research Symposium, the quarterly Mission Meetup speaker and networking series, TEDx

events, and other networking series and virtual office hours for the New England defense-tech and dual-use community.

- Coordinate MIT's presence at partner conferences such as the HBS–MIT Sloan Technology and National Security Conference and coordinate use of other spaces for community events.
- Support convenings through event planning, speaker coordination, logistics, and community follow-up.
- Support the launch and ongoing operation of consortium initiatives.
- Manage member outreach, onboarding, retention, records, advisory-board and working-group participation, engagement, and growth across government, industry, startups, investors, and universities.
- Build and steward experts, mentors, and alumni network. Recruit and curate mentors and advisors, connect student teams and ventures to mentor support, and sustain alumni engagement with programs.
- Own student- and community-facing communications, content, and social-media presence (e.g., LinkedIn, website), maintaining a regular content and social-media cadence.
- Promote events and programs—including producing class and event promotional materials (e.g., posters) and coordinating cross-promotion with partner organizations and initiatives and tell the story of the student work and community activities, ensuring MIT's contributions are visible and properly credited across the ecosystem.

Preferred Technical Background:

- Experience with higher-education program administration or academic operations and university/higher-education operations experience is valued over a purely corporate Program-management background. This role calls for a generalist comfortable working across many concurrent programs and stakeholders
- Experience in event planning and community or ecosystem engagement is a plus.
- Familiarity with federally sponsored research projects and dual-use ecosystems.
- Familiarity with complex technical concepts.
- Communications, social media, and content development
- Experience with Airtable is a significant plus; familiarity with customer relationship management (CRM) or database management tools more broadly (e.g., Smartsheet) is also valued

Operations and Management:

- Manages student and community programs from conception through to completion, or until fully operational.
- Oversees the allocation of program and personnel resources, including UROP participants, teaching assistants, mentors, and event support.
- Contributes to discussions about financial resource allocation.
- Provides program, education, and community-engagement expertise and guidance on goals and objectives.
- Manages relationships with key internal and external stakeholders—faculty, students, mentors, consortium members, community partners, and vendors.
- Supports the development of strategic plans for education and community portfolio under guidance of the Executive Director.

- Evaluates effectiveness of programs and operational processes and develops recommendations for improvements.
- Ensures oversight and implementation of changes.
- Supports efforts such as community growth, membership development, event programming, class operations, and student recruitment.

Reporting:

- Presents reports to senior leadership analyzing key metrics and trends—including enrollment, participation, membership, and engagement—and outlining recommended actions.
- Determines and/or prepares required MIT program documentation and reporting. May review and edit reporting developed by others.

Other duties as needed or required.

Supervision Received:

Executive Director

General supervision received.

Supervision Exercised: None.

Qualifications & Skills:

REQUIRED:

Bachelor's degree required.

Minimum of 3 years of administrative, operations, and/or project/program management experience required.

Academic or educational-program operations experience;

Relevant experience in event planning, community or ecosystem engagement, and multi-stakeholder coordination, required; Experience managing student programs and university/community operations required;

Proficiency with program communications, documentation, and reporting required; Exchanges and conveys information across MIT, student, and external community stakeholders;

Leverages relationships to grow programs and community membership;

Drives consensus on complex matters involving diverse stakeholders where there may be varying points of view.

PREFERRED:

Advanced degree such as a Master of Business Administration (MBA), Master of Public Administration (MPA), or master's in education or higher-education administration preferred.

Employment is contingent upon the completion of a satisfactory background check

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job 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.