
IT Job Description

Job Title: Education Services Coordinator	Position Title: Coordinator, Educational Services
Reports to: Assistant Director, Sloan Educational Services	% Effort or Wkly Hrs: 40 hrs/week
Department: Educational Services, Sloan School of Management	

Position Overview:

Under the minimal supervision of the Assistant Director, Educational Services, the Coordinator is responsible for a set of key SES operations and processes while providing input into SES operational strategies. The role serves as an authority on individual student records regarding fulfillment of Sloan MBA degree requirements.

They will coordinate with a team to oversee graduate student registration and Registration Day activities, maintenance of student records, grades collection, class lists, oversee Harvard cross-registration and independent research projects – including the delivery of information sessions on each topic, Excellent communication, project management and public speaking skills are essential, along with ability to build and maintain relationships with faculty, staff and students. Provide academic advising to Sloan MBA students and participate in the degree audit process and provide support for problem solving and decision-making, including interpreting and resolving highly varied student situations and issues. Position involves extensive interaction with students, faculty, staff and visitors

Principal Duties and Responsibilities (Essential Functions):**

Registration Coordination and Support: 70% -

- Responsible for review and independent decision-making providing appropriate guidance and recommendations for each graduate student course registration
- Provide thorough understanding of all degree programs supporting and coordinating student needs and faculty requirements
- Coordinate, review and approve student registration requests for 1400+ students
- Counsels students on topics including grading policies, strategies and available options regarding degree requirements
- Responsible for providing registration related student advising
- Assist with Degree Audit process for all degree program students
- Create advising guidance binder each semester and present information to advisors and academic support staff
- Identifies degree applicants who will not meet Sloan requirements by completing current subject registration and works with students to develop a completion plan
- Collaborates with colleagues to maintain and updated official records and files. Ensures accuracy and completeness of student records.

-
- Review, coordinate and process student registration petitions
 - Program Liaison for Visiting Fellows, Visiting Students

Arranged Studies Course Management: 10% -

- Create and Manage Canvas sites for Thesis and Independent Studies
- Review and approve registration requests for these classes connecting with students; faculty;
- Education Services Administrative point of contact for faculty supervisors
- Writes, reviews and coordinates guidance to faculty connecting with Institute Registrar

Student Letters: 10%

- Review and Process applications for International Students Office (ISO) student letters related to Curricular Practical Training (CPT), Optional Practical Training necessary to meet Government and ISO requirements understanding regulations necessary to ensure and maintain Student Status
- Review syllabus and course descriptions to ensure student learned skills meet requirements for authorization from ISO
- Review and compose letters for alumni related to course work taken at Sloan relevant for visa support

Course Bidding: 10%

- Manage Sloan Innovation Period (SIP) bidding process directly working with faculty, programs & STS to maintain and manage systems aligning with program requests
- Assist semester elective bidding process and follow-up

Other Duties as assigned

Supervision Received:

Supervision is provided by the Assistant Director of Sloan Educational Services, daily interaction and weekly 1:1 meetings.

Supervision Exercised:

N/A

Qualifications & Skills:

REQUIRED:

- *Bachelor's degree*
- *Minimum 2 years of experience in an academic setting*

PREFERRED:

- Higher education administrative experience is highly desired, particularly in the realm of student services.
- A keen sense of organization and attention to detail is essential, along with taking initiative.
- Ability to juggle multiple projects simultaneously is critical.
- Strong interpersonal communication skills, resourcefulness, team leadership abilities, project management skills and the ability to absorb new information quickly are a must.
- Individual must work well both independently and as part of a team in a high-volume environment, under pressure of deadlines, have excellent attention to detail, be able to

balance multiple projects and individual inquiries simultaneously, and have a strong sense of organizational processes and follow-up.

- Must work well under pressure of academic deadlines and have a strong sense of organizational processes
- Must be comfortable with technology and learning new software/tools.
- Deals with confidential information and/or issues using discretion and judgment.
- Prior MIT experience, as well as a general working knowledge of the Institute

Competencies:

Contribute; Collaborate; Engage;

** 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.