

## MIT Job Description

Job Title: Events Planner 1	Position Title: Community Engagement & Event Coordinator, SLO
Reports to: Senior Associate Director	% Effort or Wkly Hrs: 100%
Department: Student Life Office	Grade 6

### Position Overview:

The Student Life Office at MIT Sloan provides opportunities for student involvement and leadership, helps students navigate and thrive outside the classroom, and fosters a caring and diverse community. We currently have a team of eight professional staff, serving approximately 1600 MIT Sloan students across seven masters degree programs, and a PhD in Management.

Our office seeks to hire a Coordinator who will work as part of our staff team to create a vibrant student experience outside the classroom. The person in this role assists with programs and initiatives that provide students with the unique option to enhance their education through club leadership and community engagement. The Coordinator helps to plan student programs including Wellness Days, Course XV Dinners and C-Functions. The Community Engagement & Events Coordinator works to guide MIT Sloan graduate students in designing and delivering events, including club events, conferences, and domestic group travel (treks). This includes assisting with the creation and delivery of training programs and materials for student leaders. Additionally, the Coordinator will advise student leaders and support the development and implementation of formal co-curricular student leadership programs for graduate students at Sloan. This role works closely with the Finance Coordinator to manage students' financial transactions required for carrying out their activities.

The MIT Sloan Student Life Office (SLO) works to advance a student body that focuses on care, community and contribution. We see it as our mission to care for students, facilitate community building, and support student leadership. The person in this role has insight into all three areas – from advising conferences (leadership); to planning Community Functions and Course XV Dinners (community-building); and leading wellness initiatives (care).

### Expectations for time/work on campus:

Our office has adopted a flexible work schedule. The person in this role should expect to be on campus 3-4 days per week depending on the needs of the office and work remotely 1-2 days per week. Some nights and weekends are required for event staffing.

### Principal Duties and Responsibilities (Essential Functions\*\*): (include percentages to equal 100%)

#### Community Event Planning 50%

- 60% - Small-scale community events: Organize and implement smaller-scale, recurring events that aim to promote care and community engagement for Sloan students (for example: Wellness Weeks, small group dinners, lunch conversation groups, and other initiatives). This includes reviewing the budget for the small-scale events and collaboration with SLO's Finance Coordinator on contracts and payments.
- 30% - Major Student Life Events: The Coordinator will serve as part of a team of professionals who design and deliver major departmental events, including Student Life Orientation programming, community impact awards for student organizations, the annual Excellence in Teaching Awards, and others.
- 10% - Assessment: In collaboration with the rest of the Student Life team, will have responsibility to measure student engagement and impact of the SLO programming they oversee. They will design and administer surveys, analyze and report findings, and design other systems as needed to generate data about Student Life programs and services to present to senior leaders on an ongoing basis.

#### Student Club Advising – 30%

- 80% - Advise student organizations on planning conferences, hackathons, and competitions, and guide students on

inviting high profile guest speakers to campus; planning domestic group travel (Treks); and planning large scale cultural celebrations for the MIT Sloan community (C-Functions).

- 20% - The Coordinator works with the Senior Associate Director to craft trainings and workshops for student club leaders. They assist in the design and delivery of written, electronic, and in-person training on a variety of leadership and event management topics at multiple points in the planning cycle.

#### Support Care & Wellness Initiatives 20%

- Plan & execute wellness days/weeks each semester
- Stay abreast of news in the student community as it relates to celebratory/sympathy events (i.e. send congratulatory or sympathy notes for weddings / babies / grief)
- Build relationships with offices and centers at MIT that support wellbeing (such as the Office of Student Wellbeing, Community Wellness, and Student Mental Health & Counseling) to learn about wellness opportunities to share with Sloan students, and/or opportunities for SLO to partner with other offices.
- Be willing to receive training related to supporting and advising students in crisis.

Supervision Exercised: May supervise temporary staff hired to support event functions.

Supervision Received: Senior Associate Director of Student Life at MIT Sloan.

#### Qualifications & Skills:

##### Required:

- Bachelor's degree required
- Minimum 2 years of experience in events planning with demonstrated ability to coordinate large- scale, complex events with multiple stakeholders from different parts and levels of the organization or project/program management experience
- A strong knowledge of and interest in working in the area of graduate student affairs
- Highly motivated and dedicated individual with strong organizational and interpersonal skills
- Demonstrated commitment to supporting individual and team learning, growth, development
- Demonstrated ability to work effectively with people of diverse cultures and backgrounds
- Excellent written and oral communication and presentation skills
- Ability to staff evening and weekend events
- Availability to travel internationally
- Ability to work independently and with a team

##### Preferred:

- Master's degree
- Experience using Excel and PowerPoint to analyze data and build compelling presentations
- Financial management skills; experience with SAP a plus
- Great people skills and a positive attitude

#### Competencies:

1. Manages ambiguity and navigates change while being comfortable and confident working in a fast- paced and changing environment
  - a. Reacts with resilience, a positive attitude, and a willingness to learn in response to challenge and change
  - b. Proactively identifies problems and opportunities for change, then implements solutions when appropriate
2. Is self-directed and proactive while advancing work and achieving results
3. Works towards team success with humility, as both a member and a leader of formal and informal teams
4. Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes
5. Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

6. Acts with care 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.*