
MIT Job Description

Job Title: Coordinator	Position Title: Student Organizations Coordinator, MIT Sloan Student Life Office
Reports to: Associate Director of the Student Life Office	% Effort or Wkly Hrs: 100%
Department: Student Life Office	

Position Overview:

The MIT Sloan Student Organizations Coordinator guides a diverse population of MIT Sloan graduate students from all programs in designing and delivering events, including club events and conferences. This includes creating and maintaining a suite of training programs and supporting materials.

The Coordinator also manages student club operations and processes, including funding, dues payment, and other financial processes. In addition, this person is responsible for overseeing the school's event and group management platform, SloanGroups.

The Coordinator also serves as part of a team that designs and delivers major departmental events and provides personal support services to graduate students. S/he runs a set of these events and supports other team members with their events. S/he also plays a strong role in the team's ongoing data gathering and assessment initiatives.

Principal Duties and Responsibilities (Essential Functions):**

Advising: The Coordinator, in close partnership with the Associate Directors, works with student individuals and teams to design and deliver major events. This includes informing and training students on MIT and Sloan financial and events management policies and processes and well as guiding individuals and teams with strategic planning, leadership, and project management. The Coordinator will work closely with the Associate Directors on designing and delivering written, electronic, and in-person trainings on a variety of leadership and event management topics at multiple points in the planning cycle.

The Coordinator also serves as part of a team of professionals who provide personal support to students across a variety of degree programs and ages.

Student Club Processes: The Coordinator also manages and seeks efficiencies in student club operations and processes, funding, dues payment, and other financial processes, in consultation with the Financial Coordinator. S/he oversees the maintenance and overall development of the SloanGroups events management platform. The Coordinator works with the Associate Director to build an environment where all Sloan students are able to contribute to and find benefit from their engagement in student clubs.

Communication: The Coordinator is responsible for overseeing tactical communication with regard to student organizations, including a weekly club newsletter update.

Systems and Assessment: The Coordinator, in collaboration with the rest of the Student Life team, will have responsibility for measuring student engagement and impact via Senate and club initiatives. S/he 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.

Events Management and Support: The Coordinator is part of a team of professionals who design and deliver community-building events. This person is responsible for running a subset of these events. These include summer term programming and events such as ClubFest. This person also supports colleagues in the Student Life Office and in Program and Student Service offices in designing and delivering their major events (e.g. C-Functions, Admitted Student, Orientation, and Commencement events.) S/he shares responsibility with other team members for staffing events, many of which take place in the evening or on weekends.

Supervision Received:

The Coordinator will report to the Associate Director of the Student Life Office.

Supervision Exercised:

The Coordinator may contribute to the hiring and general supervision of temporary staff; this person will serve as a resource to and contribute to the training of the Administrative Assistant.

Qualifications & Skills:

- Successful candidates will have a bachelor's degree, at least three years of professional work experience, and a strong knowledge of and interest in graduate professional education.
- Demonstrated ability to manage large, complex events with multiple stakeholders from different parts and levels of the organization.
- Demonstrated ability to support and coach graduate student leaders.
- 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.
- Experience using Excel and PowerPoint to analyze data and build compelling presentations.
- Financial management skills; experience with SAP a plus.
- Ability to staff evening and weekend events.

Job Competencies

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- Manages ambiguity and navigates change while being comfortable and confident in a fast-paced and changing environment.
 - Is self-directed and proactive while advancing work and achieving results.
 - Focuses on impact and outcomes while working to make a difference and achieve organizational goals.
 - Coaches and develops others by supporting learning and development to help maximize their potential.
 - Works towards team success with humility, as both a member and 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.
 - Acts with caring and a sense of community while demonstrating genuine respect towards every person.
 - Builds diversity and inclusion by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive