

MIT Sloan School of Management

Program Coordinator

Sloan School of Management's International Program Office seeks a program coordinator to be responsible for the planning and coordination of day-to-day operations, activities, and logistics for collaborations and other evolving international programs. Will act as the primary point of contact for the school's senior program staff; identify and manage service providers for program including extended visits to MIT Sloan by International Faculty Fellows (IFFs) and other faculty and staff; handle long-term accommodations, negotiation of contracts and pricing, catering, special activities, and other program-specific arrangements; act as initial point of contact for visitors and manage the overseas visa and MIT access process; collaborate on budget development; manage budget; contribute insight and expertise on strategic issues; develop and deliver presentations and reports to senior leaders and collaborating school colleagues; evaluate, recommend, and implement changes and enhancements for future programs and program iterations; participate in cross-functional project teams and engage in continuous improvement; and perform related duties and work on special projects as assigned.

Requirements: a bachelor's degree; a minimum of three years of business/academic experience; excellent customer service, organizational, and interpersonal skills; and experience with course, event, and project management. International experience is vital. Must be able to multitask, show a high level of attention to detail, and work both independently and as part of team. Proficiency with MS Word, Excel, PowerPoint, FileMaker Pro, and SAP helpful; as are multilingual talents.

Interested candidates may apply online at <http://web.mit.edu/jobs>. Please reference job number mit-00008032 and indicate where you saw this posting.

MIT is an equal opportunity/affirmative action employer. Applications from women, minorities, veterans, older workers, and individuals with disabilities are strongly encouraged.