### MIT Job Description

<table>
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<tr>
<th>Job Title: Program Coordinator</th>
<th>Position Title: Program Coordinator for MIT Online Science, Technology, and Engineering Community (MOSTEC) Program, Office of Engineering Outreach Programs</th>
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<td>Reports to: Manager of Programs</td>
<td>Percent Effort or Weekly Hours: 100%</td>
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<td>Department: Office of Engineering Outreach</td>
<td>Prepared by: Denise Mytko, Manager of Programs</td>
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<td>Date: 1/11/16</td>
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#### Position Overview:

The Program Coordinator for the MIT Online Science, Technology, and Engineering Community (MOSTEC) Program in the Office of Engineering Outreach Programs (OEOP) in the School of Engineering at MIT coordinates and develops an engaging online and on campus pre-college community via MOSTEC. Reporting to the Manager of Programs, the Program Coordinator will work in a collaborative implementation team (other program coordinators, assistants, and student workers) to streamline processes for all programs to run efficiently, with a focus on MOSTEC. The Program Coordinator’s primary responsibility is to coordinate all of the major aspects of MOSTEC. This includes hiring staff (undergraduate, graduate, and professional teaching staff), oversight of curriculum, implementation and improvement of program logistics, leadership of student/parent communications and engagement; and team implementation of student recruitment, selection and enrollment. The Program Coordinator will plan and implement the 6-month educational online program and 5-day on-campus residential conference for 100+ students and 30+ employees, manage remote and local staff and volunteers, develop all aspects of MOSTEC, and create new ways to keep the students engaged remotely.

#### Principal Duties and Responsibilities (Essential Functions**):

- Coordinate and facilitate MOSTEC distance learning: Guide online discussions and live chat sessions for general questions and specific topics; plan, organize, and facilitate out-of-school-time webinars on topics related to the college admissions process and STEM fields (e.g. technical talks, company presentations, etc.)
- Plan and execute the MOSTEC Conference – 5 days of activities for all participating students (e.g. Coordination of travel plans for conference participants, room logistics, management of residential student needs, anticipation of individual student medical needs, planning and scheduling workshops, activities, and events).
• Coordinate major aspects of the MOSTEC online and conference staffing. This includes the responsibility of hiring and managing staff; designing, implementing, and overseeing program logistics (orientation, special events, classes, and staff meetings); and assisting with funder relations.

• Monitor student and staff participation in the program. Develop methods to keep online participation and engagement high throughout the six-month program.

• Establish effective methods to maintain relationships with MOSTEC alumni.

• Enhance, update and maintain, the MOSTEC website, and provide technical support to students and staff as needed.

• Coordinate local and remote staff and volunteers.
  ▪ Maintain communication with seasonal program staff via email, letters, meetings, events, and program activities.
  ▪ Organize and initiate instructional staff meetings and communications.
  ▪ Oversee, direct and supervise work of student program staff and volunteers (students and professionals), including providing assignments, timelines, and feedback.

• Coordinate the MOSTEC Conference while students are on campus.
  ▪ Coordinate student arrival and departure to and from MIT’s campus.
  ▪ Facilitate program events, including orientations, final events, program staff meetings, speaker seminars, field trips, and social activities.
  ▪ Oversee student activities and behaviors in the classrooms and dorms.
  ▪ Reside in student housing during for duration of the 5-day conference.

• Work in a collaborative implementation team (other program coordinators, assistants, and student workers) to streamline processes for all programs to run efficiently, with a focus on MOSTEC.
  ▪ Support the admissions process (application, recruitment, and selection processes) for the National Outreach Programs (MITES, E2@MIT, and MOSTEC), including creation of marketing materials, visiting Boston area schools, attending Boston area community fairs, processing applications, coordinating the selection committee, and organizing the process for student enrollment.
  ▪ Coordinate logistics of the residential programs (MITES, E2@MIT, and MOSTEC), while the students are on campus, ensuring that the OEOP has adequate dorm space reserved, staffing structure meets MIT’s requirements for residential programs serving minors, and appropriate emergency procedures are in place and communicated.
• Lead the implementation of technology to help the OEOP manage data from all key stakeholders (students, parents, instructional staff, and funders), including supporting the improvement of online applications and databases.

• Respond to phone and email inquires regarding national programs.

• Serve as the main point of contact for emergencies and unexpected needs during the MOSTEC program.

• Assist the Executive Director with assessment of MOSTEC needs and implement strategies to meet those needs.

• Assist the OEOP team with the assessment of program needs and implement agreed upon strategies to meet those needs.

• Work with the Evaluation and Operations Consultant to coordinate the collection of data to measure the successes, impact, and challenges of the MOSTEC Program.

• Other duties as needed.

**Supervision Received:**
Supervision is provided by the Manager of Programs; position requires ability to perform with moderate to minimal supervision.

**Supervision Exercised:**
Coordinator will hire, train and supervise 30+ seasonal employees compromised of undergraduate students, graduate students and professional educators in consultation with the Manager of Programs.

**Qualifications & Skills:**

• Bachelor’s degree required. Master’s degree or equivalent a plus.

• Minimum 3 years of related experience in program development, program coordination, and/or education required.

• Training in a scientific/technical field and experience in outreach programs preferred.

• Expertise in working with distance learning tools/systems or experience in facilitating community learning through social media.
• Strong skills in working with Microsoft Office tools such as Excel and cloud-based collaboration tools like Google Drive and Dropbox
• Experience in managing both in-person and remote teams a plus.
• Demonstrated commitment to diversity and serving diverse constituents.
• Strong oral, written, and presentation communication skills.
• Ability to maintain confidential information and use good judgment in unexpected situations.
• Must be able to multitask, remain organized, and work effectively in a fast-paced, rapidly changing work environment.
• Excellent interpersonal and strong facilitation skills with the ability to collaborate in a team with diverse backgrounds and skill sets.
• Ability to work evening and weekend hours, especially while MOSTEC is in session.
• Ability to live in the dorm during 5 day MOSTEC conference.
• Experience at MIT preferred.

** 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.