



Project Coordinator (AS)
****Two Year-Term Position****

Internal Posting

Reporting to the AD for Admin Services, the Project Coordinator will perform project coordination activities to ensure the success of the Libraries' strategic initiatives with guidance from the Project Management Office (DLS). Plans, executes and coordinates special projects according to deadlines and within budget. Plans, facilitates and coordinates activities for select meetings. Applies comprehensive knowledge of organization policies and practices in order to interpret policies, answer questions, and make recommendations. Creates written documentation, including: presentations, policy, and reports.

Core Responsibilities Include:

Project Coordination

- Overseeing and/or supporting a broad range of high-level projects and events, including:
 - Design, development, and implementation of operational plans
 - Program and Policy development to help attain institutional goals for ASL initiatives & activities.
- Maintaining project documentation for ASL, own work, and AD. This includes creation of project proposals, Project Execution Plans (PEPs), including scope and schedule, and final documentation to be communicated to affected stakeholders. It also includes internal documents such as the strategic goals Miro board that ASL uses to set priorities.
- Identifying potential risks or issues, identifying the appropriate mitigation steps and applying them when a risk is realized.
- Learning and integrating project management tools and verbiage to ensure alignment with the PMO/Project Management Working Group and clarity in working with or creating communications for other stakeholders.
- Handling complex situations and multiple responsibilities simultaneously, mixing long-term projects with the urgency of immediate demands.
- Coordinating activities and strategies to ensure established operations are effective and efficient.
- Performing other related duties as required and deemed appropriate in support of ASL to accomplish assigned responsibilities and functions of the office.

Business analysis

- Identifying and liaising with vendors and analysts to achieve outcomes.
- Tracking progress of complex initiatives, projects and events involving Libraries, MIT, and external partners and providing regular analysis of the progress of strategic plans by providing verbal and written summary briefs to the iAD.
- Overseeing appropriate program budgets to include monitoring, analyzing, reconciling, forecasting, and reporting. Responsible for tracking commitments, correspondence, committee obligations, reports, and meetings.
- Coordinating and submitting annual survey data to IPEDS and ARL.

Communication and Stakeholder Engagement

- Coordinating work processes and outcomes with Internal Communications project staff.
- Ensuring information flow to Libraries staff on projects within the portfolio via many channels (email, slack, presentations, etc.).
- Composing written materials on a wide variety of matters, including material of a sensitive and confidential nature. Preparing materials for meetings and presentations.
- Developing and managing relationships with external stakeholders and/or vendors.
- Participating in key constituent meetings to ensure appropriate and responsive follow-up and accountability.
- Communicating progress towards goals to the iAD and key constituents on a regular basis.
- Developing methods for collecting feedback and ensuring tracking of program metrics and evaluations. Making recommendations to integrate feedback and maintain systems.
- Partnering with relevant MIT offices to identify and advise on appropriate pathways to achieve goals.

Required Qualifications Include:

- A Bachelor's degree
- Minimum 2 years of administrative and/or project/program management experience.
- Experience with SAP, Word, Excel, PowerPoint, and on-line calendar software. Must have a willingness to adapt to and learn new systems as needed.
- Strong analytical capacity, verbal and written communication, editorial, and presentation skills.
- Requires strong organizational and interpersonal skills and ability to handle a complex work environment with changing priorities and limited supervision.
- Prior experience providing management support to a high-level executive that involved overseeing commitments and ensuring priorities and logistics were efficiently addressed in an intense, dynamic environment.
- Accuracy, ability to problem solve and work independently and cross-functionally.
- Requires comprehensive skill and knowledge of organization policies and practices in order to interpret and determine appropriate course of conduct effectively and appropriately within the institution.
- Strong oral and written communication and organization skills with the proven ability to problem-solve is required.

Preferred

- Internal Libraries experience preferred.
- Ability to be a team player is essential.
- Demonstrated administrative skills with analytical ability and experience with planning processes.
- Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with varied deadlines; utilize sound judgment, be a strategic thinker and effective in moving strategic agendas; be politically savvy and ensure the utmost discretion and confidentiality in all matters.
- Ability to set priorities and work well with all levels of personnel. Ability to work effectively and efficiently under pressure while maintaining a high level of professionalism.
- Excellent interpersonal skills with ability to interact with diverse internal and external constituents.
- Demonstrated experience managing through ambiguity and driving results.

SALARY AND BENEFITS: This job is a pay grade 6 with the following range:

\$54,820

\$72,175

\$89,530

Actual salary will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

APPLICATION PROCESS: Apply online via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **October 6th, 2023** position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply. Please reach out to lib-hr@mit.edu with any questions regarding this role.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

BACKGROUND CHECKS:

Employment is contingent upon the completion of a satisfactory background check

VISA SPONSORSHIP: MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.