Job Description – MIT Job # 23387

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Finance and Administrative Services</th>
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<tr>
<td>Job Title:</td>
<td>Comms &amp; Marketing Administrator 3</td>
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<td>Position Title:</td>
<td>Communications Officer</td>
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<td>Reports to:</td>
<td>Senior Communications Manager</td>
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<td>Prepared on:</td>
<td>October 2023</td>
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<td>Salary Grade:</td>
<td>8</td>
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<tr>
<td>Salary Range:</td>
<td>$80,000 - $100,000</td>
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<tr>
<td>Hours per week/status:</td>
<td>40/Exempt</td>
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About the Office of the Vice President of Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Communications Officer will implement communications projects that support the goals and objectives of the Office of the Vice President for Finance (VPF). In addition, this role will advance the team’s digital technology tools across all platforms and use project tracking software to support team’s operations. The Communications Officer is responsible for creating, editing, and producing high caliber print and electronic communications materials and presentations. The position writes, edits, and proofreads content and creates graphics and designs for use across the full spectrum of VPF communications projects.

The Communications Officer will support development and production of PowerPoint presentations, reports, newsletters, and other communications materials. Will maintain and update the VPF website and play an integral role to support new, specialized web properties for VPF that meet strategic and Institute-level goals. In addition, the position will join project teams within VPF to develop communications strategies (editorial and design) for the rollout of significant financial process and policy changes, or service changes to the MIT community.
Principle Duties and Responsibilities

- Is responsible for executing projects and initiatives that align with strategic priorities in support of VPF objectives; works directly with senior leaders at VPF on projects
- Writes, edits, and proofreads content for newsletters, websites, print publications, marketing materials, presentations, and emails to the MIT community, to ensure information is accurate and messaging is consistent across all communications/marketing platforms; edits and posts job descriptions
- Is responsible for maintaining and updating website content, interacting with VPF teams to develop and update content on an ongoing basis; oversees work with web developer for Drupal and other software updates, security patches, and related changes, performs site-wide tests, trouble shoots issues and resolves with website developer
- Creates dynamic presentations for a range of audiences, including VPF teams, specialized cross-functional teams within the Institute, and Institute-wide audiences on projects that address changes in VPF financial practices, policies, systems, and platforms
- Designs and creates print and digital specifications for graphic materials and deploys across print, web, and email platforms
- Develops VPF internal communications; writes and edits emails and Slack messages, creates materials for All Hands meetings, VPF Breakfasts, recognition programs, and other office-wide gatherings (in person, on Zoom, and hybrid)
- Develops digital strategies to advance team’s operations in a hybrid work environment; maintains a workflow database to track projects and generate reports
- Oversees website integrations across multiple properties, works directly with website developers on design, testing, and deployment
- Participates in the production of annual publications generated by VPF, including but not limited to the VPF Budget Book, the Report of the Treasurer, Reports to the President, and the Endowment Report to donors; manages print publication, edits, and proofreads reports
- Leverages partnerships with other communications and marketing stakeholders across the Institute; serves as a member of Executive Vice President and Treasurer (EVPT) communications group
- Other duties and projects as assigned

Qualifications

Required:

- Bachelor’s degree in related field
- At least five years of experience in journalism, communications, and/or public relations
- Superior writing, editing, and proofreading skills; ability to write in different voices and for different audiences
- Superb PowerPoint and graphic design skills; and advanced knowledge of design and layout software
- Proficiency in using databases and web content management systems
- High level of computer skills required; proficiency with software and tools including Microsoft Office, MailChimp, Adobe Creative Suite, and Zoom. Ability to explore, learn, and introduce new platforms to team(s)
- Must be an active listener with the ability to translate complex concepts into precise and intuitive communications
- Ability to remain well-organized and manage multiple projects simultaneously under tight deadlines
- Demonstrated adaptability and flexibility, and ability to reprioritize workload as necessary
- Strong interpersonal skills, demonstrated ability to build positive relationships with key constituents within VPF and in the broader MIT community
• Familiarity with or capacity to learn financial concepts underlying Institute financial practices including but not limited to budgeting, grant administration, compliance and sponsor requirements, payroll practices, procurement, and to develop related communications materials for project-specific deliverables
• Ability to maintain a professional and respectful demeanor, exercise effective judgment, and to deal with sensitive confidential material with discretion, tact, and diplomacy

Preferred:
• Master’s degree
• Knowledge of HTML, Drupal, QuickBase and Google Analytics
• Familiarity with broad-based financial concepts
• MIT experience

Supervision Received
Reports to Senior Communications Manager

Supervision Exercised
None

Additional Information
MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

Diversity, Equity, and Inclusion

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT’s commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.