

Job Description – MIT Job # 23746

Functional Area:	Office of the Vice President for Finance, Tax & Global Operations		
Job Title:	Program/Project Coordinator	Position Title:	Global Operations Coordinator
Reports to:	Global Operations Manager	Prepared on:	February 2024
Salary Grade: 6	Salary Range: \$62,000 - \$70,000	Hours per week/status: 40/Exempt	

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 Global Operations Coordinator supports the Tax and Global Operations team by coordinating global mobility data and process at MIT. Duties include collection, synthesis, interpretation, and analysis relating to the administration of global operations of MIT and MIT employees. The Global Operations Coordinator will perform operational and administrative activities and will interact with central administrative units, MIT departments, labs, centers, and institutes to fulfill these duties.

Principle Duties and Responsibilities

- Coordinates and performs day-to-day operational and administrative activities for the global mobility processes from placement request through implementation, including processing request forms and compiling data in internal databases, communicating with subject matter experts within MIT, and coordinating consistent and complete documentation to move requests forward as directed
- Maintains and updates global operations resources including internal databases in Excel, process and decision documentation, and drafts of policies and procedures
- Establishes timelines and action steps and works with others to meet objectives and deadlines

- Serves as a resource to others while representing Global Operations to internal departments, labs, centers, institutes, and external stakeholders including consultants, vendors, and international regulatory offices; collaborates with these stakeholders to ensure directives are achieved
- Provides process documentation to external vendors to ensure they have the information required to complete work, are delivering timely placement services; process vendor invoices
- Gathers documentation needed within the Global Operations portfolio for projects and presentations
- Provides insight into Global Operations process issues, recommends ideas for improvements, and assists in resolving such issues

Analysis & Reporting

- Compiles and reviews data to evaluate global mobility; reports to management on recommendations on next steps to resolve issues
- Assists in the preparation of required Global Operations documentation and reporting
- Develops methods for collecting feedback and tracks key program/project metrics
- Maintains databases of international activity in specific countries
- Adheres to the team compliance calendar to ensure deadlines are met
- Provides documentation and/or reports to internal and external stakeholders and triages questions to appropriate individuals
- Uses internal systems to update payroll records for international travelers and coordinates with internal departments, labs, centers, and institutes to ensure process is timely and accurately completed
- Performs periodic account reconciliations and collaborates with internal stakeholders to ensure accuracy of reporting
- Performs other duties as assigned

Qualifications

Required

- Bachelor's degree
- Minimum of two years of administrative, operations, and/or project/program management experience
- Ability to deliver exceptional support and customer service in a team-based environment; must be motivated, innovative, and have a proactive approach while working under minimal supervision
- Capacity to promote a team culture with shared goals and responsibilities, and to leverage strengths, expertise, and diverse perspectives to maintain a high-performing team
- Ability to pay meticulous attention to detail and maintain a high level of confidentiality and the capability to prioritize competing requirements and multiple deadlines
- Experience in compiling and summarizing data from multiple distinct sources and reporting results
- Proficient skill in Excel

Preferred

- Familiarity with global mobility issues (especially India) such as assessing permanent establishment risks, professional employer organization contracts, and similar global human resources-related issues
- Knowledge of higher education or non-profit business operations, especially organizations with overseas portfolios or subsidiaries
- Familiarity with MIT financial, administrative, and operational policies and procedures
- Familiarity with SAP and Concur

Supervision Received

Reports to the Global Operations 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.