

Job Description – MIT Job #25794

Functional Area:	Office of the Vice President for Finance, Tax and Global Operations		
Job Title:	Program/Project Coordinator	Position Title:	Global Operations Coordinator
Reports to:	Global Operations Manager	Prepared on:	June 2026
Salary Grade: 6	Salary Range: \$62,000 - \$79,200	Hours per week/status: 40/Exempt	

About the Office of the Vice President for 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. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. 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. The role manages multiple cases simultaneously across different processes, each at its own stage with its own documentation, open questions, and deadlines – staying organized and triaging issues effectively are essential to keeping work moving. The role involves evolving international tax, immigration, and/or employment requirements which must be explained clearly to non-technical members of the MIT community. 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. Building trust and working relationships with colleagues across different teams is as important to success as the technical skills the role requires.

Principal 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 relational databases, process and decision documentation in cloud storage platforms, 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 and deliver timely placement services; processes 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.
- 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.
- Performs periodic account reconciliations and collaborates with internal stakeholders to ensure accuracy of reporting.
- Performs other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree
- Minimum two (2) years of administrative, operations, and/or project/program management experience
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint) and familiarity with video conferencing and collaboration tools (e.g., Zoom, Teams, Slack)
- Excellent verbal and written communication skills
- Ability to deliver exceptional support and customer service in a team-based environment, with a proactive, motivated, and innovative approach, while working under minimal supervision
- Strong organizational skills with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain attention to detail in a fast-paced environment
- Demonstrated dependability, follow-through, and commitment to producing high-quality and accurate work
- Ability to exercise discretion, tact, sound judgment, and maintain a high level of confidentiality when handling sensitive information
- Demonstrated adaptability and flexibility to learn new skills, take on additional responsibilities, and support evolving team needs
- Strong collaboration and interpersonal skills, with the ability to build effective working relationships across teams and the broader community
- Capacity to foster a team culture centered on shared goals and responsibilities, while leveraging individual strengths, expertise, and diverse perspectives to support a high-performing team
- Strong analytical and problem-solving skills with a focus on continuous improvement
- Ability to proactively identify needs, propose solutions, and follow tasks through to completion
- Ability to provide responsive and professional support to internal and external stakeholders

- Ability to troubleshoot and resolve issues independently with minimal guidance, and appropriately escalate complex issues to a manager when necessary
- Ability to prioritize competing demands, manage multiple deadlines, and meet performance metrics assigned for the unit

Preferred

- Prior MIT experience
- Experience with enterprise financial or accounting systems such as SAP, Oracle, Brio Query, Concur, or Cognos
- Experience with relational databases (particularly QuickBase)
- Familiarity with global mobility issues 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

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.

MIT is an equal employment opportunity employer

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) advances 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.