MIT Job Description

Senior Program Manager, GradEL

Position Overview:
Founded in 2016 and relaunching in 2022 as the Daniel J. Riccio Graduate Engineering Leadership Program, GradEL is a program that strives to develop a cadre of exceptional engineering leaders from MIT’s School of Engineering graduate student body. It is designed to help graduate students learn, develop, and practice the skills needed to “make a positive difference” in their chosen careers.

Under the overall guidance of the TLC Managing Director, the GradEL Senior Program Manager (SPM) oversees and manages the operations and administration of the overall program; has full responsibility for planning, managing, executing, and expanding the program’s educational and industry-based activities using own judgment. Responsibilities include managing an existing graduate certificate program in engineering leadership, which includes a combination of academic classes and semester workshops. The SPM will develop and implement an Industry Projects Program (IPP), providing MIT graduate students with impactful engineering experiences in participating companies, and oversee the expansion the program with new academic graduate classes.

Principal Duties and Responsibilities (Essential Functions**):

Operations

- Manages operations and administration for all GradEL activities, including administration, finance, IT, compliance, marketing, communications and outreach, and other functions.
- Hires, manages and evaluates staff. Manages contracting of external consultants, as needed.
- Reviews, evaluates, and approves schedules, plans and proposals. Develops and manages operational plans and systems to ensure program operations are effective and efficient; reviews and coordinates plans, as appropriate, with the faculty and industry co-directors
- Allocates financial, technical, and personnel resources.
- Evaluates effectiveness of operational processes and develops recommendations for improvements.
- Proposes and leads the implementation of changes.
- Supervises implementation of marketing and communications strategies.
- Develops and manages relationships with external stakeholders and/or vendors.
- Assists TLC Co-Directors in execution of key initiatives, coordinating and integrating with key stakeholders.
- Interprets, implements and ensures compliance with MIT policies and/or external regulations and guidelines.
- Recommends and develops new policies and procedures, as needed.
- Defines program scope, schedule, identifies and resolves issues, in coordination with Co-Directors.
- Collaborates with F&A Manager to plan and implement annual operational budget.

Strategic and Collaborative

- Designs and launches GradEL’s Industrial Projects Program in accord with program goals established at GradEL’s 2022 re-launch and with student, industry, and faculty stakeholder needs.
- Collaborates with the TLC Associate Academic Director on curriculum planning and implementation and on program assessment planning and implementation.
- Collaborates with peer programs (GEL, UPOP, and Comm Lab), when appropriate and requested, to help enhance curriculum and instructional methods and delivery.
- Actively identifies, coordinates and develops GEL, UPOP, and Comm Lab synergies.
- Connects GradEL’s resources with the Comm Lab to optimize student support.
- Builds a deep understanding of the needs of MIT’s graduate engineering students as pertinent to engineering leadership education; accounts for these needs (alongside those of industry and faculty stakeholders) when developing strategic plans for GradEL’s growth and refinement.
- Develops program resources (educational offerings, student services, mentorship opportunities, etc.) for the graduate engineering student community that are scalable and sustainable.
Analysis, Reporting, and Outreach

- Manages and oversees the outreach activities to industry partners to ensure the Industrial Projects Program (IPP) reaches its objectives and remains effectively updated.
- Manages and oversees all activities that constitute the graduate certificate program.
- Develops methods for collecting feedback and ensures tracking of key program metrics.
- Analyzes program data, determines and implements next steps, how to resolve issues, etc.
- Determines and/or prepares required program documentation and reporting.
- Establishes schedules for regular Advisory and status meetings and calls, including development of meeting/calls agenda and meeting/call facilitation.

Performs other duties as required or deemed appropriate.

Supervision Received:
Reports directly to the TLC Industry Co-Director. Position requires ability to perform with minimal supervision.

Supervision Exercised:
Supervises all GradEL staff, leveled initially at 2.5 FTE, with expectations of significant growth within the first two years.

Qualifications & Skills:
Education: Bachelor’s degree in engineering or management field or equivalent.
Experience: A minimum of 5 years of experience in operations or program management, experience in industry settings and perspective from engineering.

Skills:
Communications
- Must be highly motivated, with excellent written communication skills.
- Demonstrated experience managing multiple stakeholder projects independently, from start to finish.

Organizational
- Strong organizational skills, including ability to adapt quickly to change and to prioritize multiple projects simultaneously.
- Demonstrated ability to work both independently and as a contributing team member.

Interpersonal
- Strong interpersonal skills over phone, email and in-person for relating effectively with faculty, students, program staff, the campus community, MIT alumni and employers, to build rapport with diverse stakeholder groups to accomplish goals.
- Demonstrated initiative, flexibility, and ability to listen carefully and communicate tactfully.

Technical
- Proficiency with office software, including Word, Excel and PowerPoint.

Other
- Ability to work occasional evening and weekend hours as required to support duties and responsibilities.
- Availability for some domestic travel, as needed.
- Ability to handle confidential information and/or issues using discretion and judgment.

Preferred:
- Master’s or doctorate degree in an engineering or management/administration field or equivalent.
- Experience with developing and overseeing graduate level academic courses and activities.
- Experience with marketing and communication strategy, programs and events.
- Experience with fundraising.
- Familiarity with corporate relations, recruiting, or other hiring processes.
- Previous experience with website content development and maintenance.
- Experience with MIT systems and SAP.

** 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.