Program Coordinator, Short Programs

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Type: Full-Time
Salary: $62,000 - $79,200 per year
Posted: Today
Category: Other IT
Job Number: 25411

Functional Area: Administration

Department: MIT Professional Education

School Area: Engineering

Pay Range Minimum: $62,000

Pay Range Maximum: $79,200

Employment Type: Full-time (Hybrid)

Employment Category: Exempt

Visa Sponsorship Available: No

Schedule:

Pay Grade: 6

Posting Description

PROGRAM COORDINATOR, SHORT PROGRAMS, *MIT Professional Education (MIT PE)*, to collaborate with PE and other MIT colleagues as well as faculty and vendors in the delivery of world-class professional education programs to companies and individuals. The coordinator will be responsible for planning and organizing logistics and operational details for Short Programs and other MIT Professional Education programs in a dynamic and

evolving business environment. Duties will include serving as a key program contact for all stakeholders; handling applications and coordinating admissions of enrollees through Salesforce); organizing, executing, or supervising all program delivery logistics; collecting program information and materials and assuring their timely publishing and distribution; managing expenditure budgets; negotiating contracts with vendors, collating results from participant surveys; generating specialized reports; evaluating, recommending, and implementing operational changes and enhancements for future programs; participating in cross-functional project teams as needed. May also include providing support to other PE programs as and when needed. MIT Professional Education, under the School of Engineering, offers a suite of education programs and products to serve the continuing educational needs of science and engineering professionals globally.

Job Requirements

REQUIRED: Bachelor's degree; a minimum of two years of academic or industry experience, preferably in a customer service setting or project management role, demonstrated ability to work effectively in a fast-paced environment, and in-depth knowledge of Microsoft Office; and excellent written and verbal communication and presentation skills. *PREFERRED*: Knowledge of Salesforce, Concur, SAP, Quip, and project management tools; experience in executive education; knowledge of MIT; and familiarity with AI tools.

Please include a cover letter and resume to apply.

1/12/2026
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, religion, sex, national origin, veteran status, or disability.

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