Overview:
The Center for Social Impact Learning (CSIL) is a premier action learning and research institution focusing on the social impact of business and financial investment, specifically in the areas of social enterprise and impact investment management and mainstream business perspectives and decisions regarding the long-term impacts of today’s actions. CSIL serves a full spectrum of budding social entrepreneurs offering them valuable and practical learning experiences as well as a launch-pad for an impact driven career.

The CSIL Operations Assistant (Graduate Assistant) will work alongside the Outreach and Marketing Associate and CSIL Director to coordinate key operations including special events and applications processing. The ideal candidate will be tech savvy, collaborative, results-oriented, and highly competent in administrative detail and data management.

Responsibilities include:
- Act as the lead point person for managing FMS applications processing.
- Manage data flow for all recruiting stages of the FMS program: application review, selection process, and onboarding.
- Coordinate Standard Operating Procedure for CSIL applications management (covering FMS and AC) between core stakeholders: International Student Services, Budget Office, and CSIL Applications Review Committee.
- Produce bimonthly applicant reports
- Oversee administrative, logistical, and budgeting support needs including but not limited to:
  - Creating reimbursement vouchers for visiting instructors/speakers and staff;
  - Handling room reservation and media support booking needs;
  - Coordinating with media assistant to communication event logistics details.

Preferred Qualifications:
- Must be a full-time MIIS graduate student
- Candidates available to work the full academic year are preferred (2015-16)
- High proficiency in excel and data management
- Outstanding interpersonal and administrative skills
- Excellent written and verbal communication abilities
- Experience in a fast-paced, people-oriented environment
- Ability to self-organize and motivate others

15-20 hours per week; flexible hours

To Apply: Please send a cover letter and resume in PDF format to George Alex Wilbanks at gwilbanks@miis.edu. Use “Operations Coordinator” as the subject line.

Learn more about CSIL: go.miis.edu/csil