Jenn Camacho, Manager of External Relations for International Activities

Main responsibilities:
Serve as the central visit coordinator, primary point of contact and represent the Office of the Associate Provost for International Activities (OAPIA), in all planning and implementation efforts for visits by select foreign delegations (academic and government officials). This includes identifying relevant MIT faculty and staff to meet with the visitors; serve as primary liaison between those delegations and the MIT community; identify and balance MIT’s priorities with the goals of visitors.

Oversee the vetting and planning process involving an international dignitary (incumbent head of state/government, royalty) visiting campus or participating in an off-campus MIT event. Act as a resource to the MIT community who seek guidance when hosting international visitors.

Play a strong central role in overseeing and coordinating communications on MIT’s international activities by maintaining content for the Global MIT website, and working with the News Office, major initiatives, partnerships, and other communications channels on and off campus.

There will be some occasions when visits by international delegations will be co-managed by OAPIA and members of the MIT community, including DLC’s, development staff, and student groups.

For visits and events being co-managed with OAPIA (Jenn)

- Jenn to work with MIT co-host on developing visit program
- Jenn will prepare visa invitation letters (if needed)
- Jenn will arrange the on-campus meetings, and will act as the point of contact for the visitor
- Jenn will draft and manage the visit agenda
- The co-host (with guidance by Jenn) will handle logistics, including reserving rooms, A/V, catering, and parking, etc.
- If a senior officer is involved, the co-host will be responsible for the following briefing materials (with review by Jenn)
  - Talking points
  - Bios
  - Back-up materials
  - If there is a signing – the ceremonial document
- Visitor gifts to be provided by co-host
- Follow-up correspondence to be drafted by co-host (if needed)

For events and signing ceremonies, Jenn will provide guidance on the following:

- Event planning timeline and track planning deadlines
- Identification and preparation of event related material (speaker checklist, seating charts, etc.)
- The drafting and managing of the invitee list, invitations, invitation database
- Identification and preparation of event collateral (e.g. nametags/place cards, flags)
- Photo shot list (if needed)
- Liaising with MIT police and/or MIT News team
- For signing ceremonies – preparation of agreement document, including the ceremonial document