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## MIT Job Description

<b>Job Title:</b> Program/Project Administrator	<b>Position Title:</b> Assistant Director, Undergraduate Education
[REDACTED]	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> Sloan Undergraduate Education	[REDACTED]
[REDACTED]	

### **Position Overview:**

Sloan has three majors and three minors in Management, Business Analytics, and Finance. As of Fall 2021, there are 140 undergraduates majoring in Course 15 with another 40 minoring in Course 15. In addition, 340% of MIT undergraduates will take at least one Course 15 class during their MIT tenure, with the vast majority of these students not being a declared Sloan major or minor. The goal of our office is to support MIT undergraduates who enroll in our curriculum, support MIT undergraduates who take Course 15 subjects, and increase the awareness of the offerings in Sloan amongst all MIT undergraduates. We build community for those majoring, minoring, or taking a course at Sloan both within and between those groups and between and within the larger Sloan community and the larger MIT community. In order to build this community and ensure that students are able to succeed to the best of their abilities at MIT, we continually focus on and work towards creating and maintaining an equitable and inclusive culture that embraces diversity and empowers everyone to learn and do their best at MIT. As the only program at Sloan with equal presence in Sloan and the rest of the Institute, the Undergraduate Education Office is in a unique and important position serving as a bridge between the multiple MIT communities. In this role, the Assistant Director will work to implement a broad-based communication and marketing strategy to achieve a greater awareness of opportunities available at Sloan for MIT undergraduates so as to drive growth in the number of Sloan majors and minors and the percentage of MIT undergraduates who take a Course 15 subject during their undergraduate studies. Provides academic advising and support to Sloan undergraduate majors and minors and meets with prospective students about Course 15 offerings. Responsible for planning and organizing programs and events for current and prospective Course 15 undergraduates. Engage in professional development, committee work, and organize events, workshops, and/or trainings focused on diversity, equity, and inclusion.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

#### **Advising – 30%**

Works with Director and Associate Director to monitor the academic progress of Sloan undergraduate majors and serves as part of the secondary advising team for students with faculty as primary advisors. Serves as Sloan advisor for secondary majors. Answers questions and provides advice to MIT undergraduates regarding Sloan major, minors, courses, research, and other opportunities. Stays informed about MIT resources available to support the academic, social, emotional, and career development of undergraduates. Attends conferences and keeps up to date on best practices in student advising and student support and works with the Director to implement these learnings to ensure that advising in the undergraduate office and advising by faculty advisors is culturally responsive, inclusive, and equitable. Serves, ex officio, on the Sloan Undergraduate Education Committee and delivers the official minutes and follow up items from the meetings.

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## **Marketing and Communications – 25%**

Works with Director to implement a broad-based and comprehensive communication strategy to serve current Sloan undergraduate students and create awareness among MIT undergraduates of the different ways to engage with Sloan. Develops appropriate metrics for tracking the efficacy of the communication strategy. Responsible for the office's major communication vehicles, including print material, the undergraduate office website, and social media. Partners with the Sloan Office of Communications in gathering news stories for website and social media account and arranging photography. Ensures the stories we tell and the students and alums we highlight reflect the diversity of identities and experiences of the Course 15 community. Seeks out new vehicles and strategies primarily for engaging with MIT undergraduates, while still ensuring that we are also connecting with and informing prospective high school students and parents about the unique differentiators of studying at Sloan in relation to other undergraduate business programs. Regularly updates communication materials with new content and changes to curricula and ensures a coherent message and tone among all of the marketing and communication material.

## **Event Planning and Management – 30%**

Plans and manages Undergraduate office programs and events, including: Open house and information sessions, Senior Dinner, Welcome Back Reception, community luncheons, MIT Family Weekend, MIT Campus Preview Weekend, and Engineering Social Change series. Partners with MIT Alumni Relations and Sloan Office of External Relations to identify and connect with MIT alumni for panels and talks. Ensures that events reflect and emphasize sustainability and creating a welcoming and inclusive community. Identifies and organizes additional events with the goal towards building a stronger Sloan undergraduate community and increased outreach across the MIT undergraduate community to bring a greater awareness of the curricular offerings in Sloan.

## **Diversity, Equity, and Inclusion - 10%**

Works with Director and Assistant Director to create and implement an action plan each year to support MIT and MIT Sloan's commitment to advancing a caring and respectful community that embraces diversity and empowers everyone to learn and do their best at MIT. Works with Director and Assistant Director to identify program specific metrics for diversity, equity, and inclusion and the strategies and programming needed to achieve those metrics. Serves on institute or school committees focused on diversity, inclusion and/or wellness. Participates in professional development and educational opportunities focusing on concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities. Proactively develops or nurtures talent by mentoring junior colleagues.

## **Additional Duties – 5%**

Fosters and maintains relations with central MIT offices and with other MIT academic departments to keep current on curricular and co-curricular initiatives that may present new opportunities for Sloan undergraduates and/or the Undergraduate Education office. Represents Course 15 at academic expos, information sessions, open houses and undergraduate administrators' roundtables. Prepares and monitors office budget and all budget accounts. Has authority to review and approve items not contained directly in the budget. Maintains familiarity with Sloan and MIT Information systems including MITSIS, WebSIS, MySloan, and SAP. Works with the Director and Associate Director to develop, implement, and improve office initiatives. Other duties as needed or required.

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## **Supervision Received:**

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Reports to the Director of Undergraduate Education.

**Supervision Exercised:**

No direct reports. Coordinate work of students and/or other staff as needed.

**Qualifications & Skills:**

Required:

- Bachelor's degree
- Minimum 3 years of administrative, operations, and/or project/program management
- Demonstrated interest or skills related to academic advising, marketing and communications and event planning.
- Individual must have excellent attention to detail, strong interpersonal communication skills, highly developed writing ability, and comfort with uncertainty and change.
- Mentoring skills and ability to work within a team environment is essential.
- Proficiency in Excel, Word, Qualtrics, Illustrator, InDesign, Photoshop, and Drupal

Preferred:

- 4 years related experience required.
- Master's degree and 4 years academic administration or related work preferred.
- MIT experience is highly desired, particularly working with students.

**Competencies:** Collaboration; Contribute; Engage

*\*\* 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.*