



MIT Position Description

Job Title: Mgmt 4, Admin & Ops	Position Title: Director, Academic Areas, MSA
Reports to: Senior Director Academic Administration	% Effort or Wkly Hrs: 100% / 40 hours
Department: Sloan Academic Areas	Grade 11

Position Overview Statement:

The Director is responsible for the delivery of academic services within one of the Academic Areas at MIT Sloan overseeing the administrative and financial operations. The Director has budget oversight within an Academic Area, manages Assistant Directors, Coordinators, and support staff when required., The role is responsible for delivering services through a staff of 15-20. The Director collaborates with the Academic Area Head and Group Heads to support and enable teaching, seminars and conferences, faculty research, and related operational, financial, and facility resources. They set strategy, direct all administrative operations, and implement operating priorities within their Area.

The Director is responsible for forging collaborative relationships with individual faculty members, both tenure- and non-tenure-line. Acts as a thought partner to faculty leadership to identify and address on-going or new areas of concern. Partners with Sloan Faculty Area Heads and Group Heads to initiate, develop, and implement Area-wide policies, procedures, goals, and projects.

They identify, understand, and resolve cross-cutting issues across a complex, dynamic, and open academic setting characterized by high-demand clients and high-volume communications, logistical, transactional, compliance, and planning work. The Director uses their knowledge of MIT Sloan's policies and procedures to advance efforts that improve teaching, research, and faculty presence both internal and external to Sloan.

The Director provides mission-critical planning for a combined budget of \$5M for all Academic Area accounts. They also provide direct oversight over all Sloan faculty accounts.

The Director's primary stakeholders include Sloan's tenure-line faculty, teaching lecturers, and the Academic Area staff. Secondary stakeholders include Sloan PhD students and the Sloan research staff community. The Director is responsible for envisioning, coordinating, and collaborating with a wide variety of additional stakeholders on service design and delivery including Degree and Non-Degree Program Offices, Action Learning, Student Services, Sloan Technology Services, Human Resources, Teaching and Learning, and Facilities.

Principal Duties and Responsibilities (Essential Functions**):

Collaboration/Relationship Building (Faculty Support & Outreach)

- Develops and maintains an on-going partnership with all Area faculty to understand the teaching needs of the community in order to (a) advance the work of the faculty by connecting and creating collaborations with other Sloan departments, (b) assign appropriate administrative support.
- Ensures that appropriate information is shared, understood, and applied within the Areas to improve results, enhance workflow, and build institutional culture.
- In partnership with Faculty Research Services, collaborates on the Sloan experience for Faculty, Teaching Visitors, and Research Visitors. This work includes, but is not limited to, creating and implementing formalized onboarding and offboarding processes. These initiatives support the Academic Areas' goal of ensuring all Faculty, Teaching Visitors, and Research Visitors have a high quality, consistent Sloan experience.



- In collaboration with Sloan Student Funding, perform an annual review of all Sloan 15 courses to determine and allocate Teaching Assistant support allocations. This requires partnering with multiple Sloan departments and programs, including the Trust Center, Sloan Fellows, EMBA, and includes the MIT Graduate Student Union (GSU), etc.
- This role oversees the execution of select administrative research services. These services include, but are not limited to, (a) allocation of the John C. Head funds in support of Area seminars and (b) overseeing the hiring of select research staff.
- Conducts first 6 mos. check-ins of all new tenure line faculty to provide resources and to inform future new faculty onboarding.
- Provides counsel, guidance, and support to the Area Head, faculty, researchers, students, and staff on Area, School, and MIT administrative policies and processes.

Strategic Projects

- Collaborates with the Senior Director of Academic Administration and other Area Directors, and Area managers including Assistant Directors to identify opportunities to create greater consistency in procedures and business strategies across the three Areas and thirteen faculty Groups as well as greater alignment and coordination between departments drawing upon faculty time. Concurrently identifies local and systemic inefficiencies and leads or delegates problem solving to improve operating workflow.
- Manages broad-based strategies to create great workplace environments, cross-functional collaborations, and appropriate measures of efficiency, success, competency, and capacity.
- In collaboration with Area/Group faculty leadership nurtures an inclusive and diverse environment within the Area, encouraging members of the Area to treat each other with respect and kindness, demonstrate a learning mindset, and provide recognition for contributions.

Team Leadership

- Lead the Academic Areas administrative and support staff, with a focus on high-quality service to the faculty, efficient operations, and workload balancing. Directly manage a team of Associate Directors, Assistant Directors, and/or Coordinators, and approx. 15-20 support staff (AAlls through Senior AAs).
- The scope of management for both administrative and support staff includes: (a) hiring, on-boarding, and off-boarding, (b) developing and implementing staff portfolios that advance the support needs of the teaching community and organizational needs of the Faculty and the Area, (c) consistent and on-going staff development, including training, mentoring, and coaching, providing formal and timely performance feedback through monthly Sloan Chats and the Annual Staff Review process, and individual development planning and career management.
- Develops a diverse pipeline of candidates with complementary skills and competencies to fulfill the support needs of faculty members and the organizational needs of the Academic Areas; ensures faculty support needs and staff placements are aligned. Actively works to enhance faculty and staff working relationships.
- In collaboration with Sloan DEI leadership, develop, implement, and adapt as necessary, an Area-wide Diversity Equity and Inclusion (DEI) process within the scope of staff management.
- Leads regular staff meetings as well as individual meetings to communicate the School/Area mission and priorities, new institutional developments, and policies and tools that ensure effectiveness and compliance.
- Serves on and may manage School/Area administrative committees.

Financial Management

- Executes the Academic Area budget of approximately \$5 million, Sloan Teaching Assistant budget of \$5 million, and Sloan's PhD Admit Day budget of \$45K.
- Financial management includes, but is not limited to, (a) budget allocation across stakeholders, (b) analyzing spending, implementing changes as necessary, (c) making off-cycle budget requests for additional resources, as needed.
- Provides broad financial oversight over all cost centers within the Academic Areas; including all Faculty, teaching faculty, and PhD student-related cost objects, amounting to approximately 200 accounts per Academic Area.



- Collaborates with faculty on the use of Area funds for research and educational activities.

Operational Management

- Collaborates with Teaching and Learning and Sloan technology Services and Academic Areas Assistant Director to deliver course support for all teaching in the Areas across undergraduate, graduate, and PhD programs.
- Responsible for allocating and communicating all Area space assignments; this includes faculty, research community, and PhD student office assignments, and staff open cubicle assignments.
- Oversee all Area office renovations, as well as purchasing of all office furnishings, including Faculty/Staff lounge.
- Develop new policies and procedures as needed, ensure compliance with MIT policies and procedures, and develop adequate documentation of all policies and procedures and operational resources.

Supervision Received:

Reports to the Senior Director of Academic Administration and acts as a partner to other Administrative Services leaders including Human Resources (HR), Sloan Facilities, Sloan Finance, Faculty and Research Services (FRS), and Sloan Technology Services (STS).

Supervision Exercised:

Direct supervision: management team of Associate Directors, Assistant Directors, and/or Coordinators and indirect supervision of a staff of 15-20.

Required: Education /Experience

- Bachelor’s degree
- Minimum 7 years of administration experience
- Experience working in/with faculty in a research-intensive academic environment.
- 5+ years of management and leadership of large teams.
- Demonstrated success in working with senior administration and faculty/other academic stakeholders in influencing and generating consensus, trust, and buy-in to advance organizational goals.
- Demonstrated experience in leading significant projects, and strategic planning.
- Excellent written and oral communication and presentation skills; experience in day-to-day operations.
- Proficiency in using technology and software to facilitate administrative and research processes.

Preferred:

- The ideal candidate has in-depth MIT/Sloan experience, and understanding of faculty and academic issues.

Competencies: Lead; Manage; Contribute; Collaborate; Engage

- Building effective relationships
- Setting priorities for large units in a fast-paced environment
- Team management of large, diverse teams
- Strong verbal and written communication and presentation skills
- Financial and business process oversight
- Project management

*** 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*