

Job Title: Mgmt 1, Admin & Operations	Position Title: Academic Area Assistant Director
Reports to: Area Director	% Effort or Wkly Hrs: 100%
Department: Sloan – Academic Areas	Prepared by: Heather Finney Curran
Date: October 28, 2025	Grade 7

Position Overview:

The Academic Area Assistant Director provides a high-level of organizational and administrative management to the academic areas of the Sloan School of Management. In partnership with the Director, the Assistant Director supervises a team of support staff and coordinators responsible for the delivery of a dynamic portfolio of services to the Academic Area community, which includes Faculty and academic staff. The role must demonstrate a sustained high level of performance and achievement, and provide guidance to staff in their learning and development. The Assistant Director also partners with the other Areas managers to coordinate the development and implementation of school objectives in the Academic Areas, as well as represent the Academic Areas to other Sloan and Institute departments. Must be able to manage, evaluate, and communicate clearly the various workflows within the Academic Areas so as to maintain alignment and consistency in business practices. The role requires interpretation and resolution of highly varied situations and problems, and excellent verbal, written communication skills and an aptitude for facilitating and cultivating relationships. Role eligible for hybrid schedule that aligns with area.

Principal Duties and Responsibilities (Essential Functions):**

Staff Management, 50%

- Manage a team of Administrative Assistants and/or Coordinators with particular focus on outcomes and behaviors.
- Coordinate the allocation of resources to attract, hire, retain, and develop a strong pool of staff who provide direct day to day support to Faculty. May also include the development of a personalized onboarding approach per new staff member.
- Coach and mentor with focus on career development and growth. This includes regular weekly meetings with staff members and monthly Sloan Chats for performance, with authority over year-end performance reviews, the annual salary review, and yearly goal setting, etc. Address unproductive behaviors or unfavorable outcomes effectively, discretely, and within a timely fashion.
- Develop communications, systems, and processes for staff portfolio and identify opportunities to measure success; e.g., tracking the successful launch of courses, completion of financial tracking and reimbursement processing, overall management of events, etc.
- Oversee or directly assist with the scheduling diverse and complex appointments, meetings, and travel arrangements for high level Sloan processes including complex itineraries for multiple constituents. Manage the general preparation for external agency and sponsor visits.
- Oversee or directly assist with composing and editing of internal and external correspondence and documents on behalf of the faculty; require excellent written grammatical skills (e.g., letters of recommendation, peer reviews, fund proposal requests, etc.)

Faculty Affairs and Support, 25%

- Cultivate relationships with the faculty to understand and evaluate their needs within the framework of their service to the school, specifically teaching and research.
- Manage and supervise the administrative components of the faculty search process for the Academic Area. This may include the oversight of the on-boarding of all new faculty of their respective area, including overseeing the faculty searches (faculty hiring process) across the Area; managing the staff that facilitate the transactional and logistical aspects of the faculty search process; also overseeing the execution of new faculty house-hunting trips, relocation, and office setup, etc.
- Oversee the process of on-boarding and off-boarding other academic staff.
- Attend teaching plan meetings, and support faculty in managing curriculum resources such as securing TAs or curriculum development TAs, using the Area course budget, and assisting in managing workflows between the support staff and TA. May manage the TA / RA process for respective Area including approvals, reporting, reconciliation and management of staff procedures that facilitate the TA hiring process.
- Deal with confidential faculty issues as needed (e.g., payroll, salary information, performance matters, promotion and tenure, etc.), using discretion and judgment.
- Support high-level work for senior faculty in their roles as Group Heads and/or Area Head. This may include, but not limited to centralizing the oversight of the group head accounts, managing the group heads support staff that handle the financial maintenance of these accounts. Provide consistency in business processes and work with group heads to identify opportunities across their respective Area to maximize those currently underutilized resources.
- Attend high-level meetings; record, interpret, draft, and distribute (pending approval) minutes from the meetings.

Area Leadership, 25%

- As a member of the Area Management Team, meet regularly with other Assistant or Associate Directors, Area Directors and Senior Director to discuss and address staff development, coaching practices, addressing issues of diversity, equity and inclusion, etc. Contribute to the strategy and operational plans of the Areas as a whole.
- As a member of the Area Leadership Team, meet regularly with other Assistant or Associate Directors, Area Directors, Coordinators, and Senior Director to organize and drive cross-Area projects geared towards operational efficiency, faculty support, change management, and other organizational goals.
- Develop processes and/or programs to address on-going needs; e.g., the Faculty + Staff working relationship project, operational performance metrics, re-organization and implementation of a new model to better use administrative resources to support core courses.
- Develop and disseminate information regarding resources, best practices, and research services among the faculty; e.g., implementation of Canvas, Drupal, Concur 2.0, etc.
- Manages the area budget in partnership with the Area Director and Senior Director, including monitoring, analyzing, reconciling, forecasting and reporting.
- May monitor all aspects of both post-award administration of all research, discretionary, and base budget, when and where funding exists in the Area.
- Collaborate with other MIT offices, programs, and centers in support of faculty and Academic Area activities. Serve as liaison between faculty and other groups internal/external to MIT.

Other duties as assigned or required.

Supervision Received: Receives minimal supervision from Academic Area Director.

Supervision Exercised: Supervise a team of staff (support and administrative) – size of team will vary.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree
- Minimum 2 years of administration experience

PREFERRED EDUCATION AND EXPERIENCE:

- Experience in academic services/working with faculty preferred.
- Requires thorough understanding of own work and how it impacts operations across the department as well as outside one's own work unit.
- Ability to recognize needs of the unit and how it impacts other Areas of MIT/Sloan and understand own role relative to all Areas.
- Ability to motivate and lead individuals and teams to desired outcomes.
- Advanced computer software skills required.
- Able to identify and learn new programs and software skills as necessary.
- Excellent presentation and oral and written communication skills.
- Must demonstrate discretion and good judgment with confidential information/issues.

Competencies:

1. Builds diversity and inclusion by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and can thrive.
2. Works towards team success with humility, both as a member and as a leader of formal and informal teams.
3. Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment.
4. Influences others by gaining commitment, buy-in, and support.
5. Is self-directed and proactive while advancing work and achieving results.
6. Must demonstrate discretion and good judgment with confidential information/issues.

** 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.