
MIT Job Description

Job Title: Admissions Officer 2	Position Title: Assistant Director of Admissions, Recruiting – Early Career Programs
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Position Overview:

The Assistant Director of Admissions Recruiting for Early Career Programs is responsible for supporting recruiting strategies and implementing initiatives to attract qualified prospective applicants for MIT Sloan’s Early Career Programs including: our MBA Early Admission process (deferred admission to MBA for college seniors), the Master of Finance (MFin) Program; and the Master of Business Analytics Program (MBAn).

The MBA Early Admission process, which allows for current college seniors to apply for a 2 – 5 year deferral before joining the MBA program, was launched this past year with overwhelming results. We plan to aggressively grow this pipeline and continue to increase the application pool, while also developing programming to keep our deferred admits engaged with MIT Sloan, throughout their 2 – 5 years before matriculating. The Master of Finance Program is a global, rigorous, adaptive program, delivered in a 12- or 18-month format, seating a total class of 115-120 each year. The Master of Business Analytics Program, just seated its fourth class, and is a 12-month program focused on teaching modern techniques in data science and advanced analytics. The MBAn program is planning continued growth of its class size, which is currently at 60 students.

The Assistant Director will closely collaborate with another Assistant Director of early career programs to develop recruiting and conversion strategies to support enrollment for all of these programs. This person will be a liaison to student groups and alumni who support our recruiting initiatives. The Assistant Director will be an active member of all three admissions’ committees, reading applications and interviewing candidates, as well as participating in the final selection process for seating each class.

Principal Duties and Responsibilities:

1. Collaborate in the development of, and strategy for, all recruiting activities, including events targeted at prospects, applicants and admitted students
2. Liaise with Manager of the Campus Visit program (co-led by student volunteers) for prospects for each program
3. Work closely with MFin and MBAn Program teams, attending weekly staff meetings and support program activities throughout the year

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4. Project manager for conversion events like Admit celebrations and Admit visit days.
 5. Actively participate in the Evaluation Process by reading applications, interviewing candidates, preparing materials for admissions committee meetings, and participating in the final selection process.
 6. Proactively use data analysis/predictive analytics to help guide strategy for recruitment and conversion activities.
 7. Collaborate with the Admissions Operations team to oversee the technology system (SLATE) used to support event management and conversion
 8. Identify, develop, and initiate innovations and solutions where precedents or procedures may not exist. Work closely with Admissions leadership team to ensure activities are well coordinated across the admissions team.
 9. Represent MIT Sloan Admissions within the MIT Sloan Community.
 10. Connect MIT Sloan Admissions with the wider MIT community and develops strategic relationships with other MIT Master's programs as well as the undergraduate and PhD programs.

Other Admissions Initiatives:

- Participate in and deliver presentations to prospective candidates at on-campus and off-campus recruiting events, domestically and internationally at college fairs, forums, panels, etc. Present at MIT Sloan hosted recruiting events and jointly with peer school colleagues at other recruiting events.
- Prospect relationship management, including encouraging high potentials and admitted students to apply to and enroll in the programs, through e-mail correspondence, counseling walk-ins and liaising with student activities groups, etc.
- Attend bi-weekly admissions status meeting and report out on behalf of Recruiting Team.
- May travel up to 20% of the time, over the course of a year; including international travel, evening meetings and occasional weekend travel.
- Other duties as needed or required.

Supervision Received:

Supervision is provided by the Senior Associate Director of Recruiting with input from Admissions Contacts for MFin, MBAn and MBA Early programs. Position requires ability to make sound judgements, communicate effectively, and work independently with minimal supervision.

Qualifications & Skills:

- Bachelor's degree. Master's degree preferred
- Minimum of 1 year of relevant work experience, preferably in recruiting for Financial Services,

Technology or Consulting Industries, is required

- Desire for at least 3 years of professional experience with exposure to higher education administration and knowledge of MIT and MIT Sloan is preferred.
- Strong project management skills including, setting priorities, meeting deadlines, motivating project teams, and managing budgets
- Outstanding presentation skills
- Experience with predictive modeling, desire for advanced proficiency in Excel, Tableau and Power Point
- Continuous improvement mindset with initiative to seek out ways to perform duties with greater efficiency and accuracy and to cultivate such an environment so that others on the team share this mindset.
- Ability to work with/within a diverse community by modeling and promoting the values of MIT, including advocating for and demonstrating an understanding of the qualities that promote and sustain such a community
- Strong desire to **Contribute** – manages ambiguity and navigates change; demonstrates desire and drive for learning; is self-directed and proactive
- Willingness to **Collaborate** – works toward team success; collaborates with others; communicates openly and effectively
- Passion to **Engage** within the community – act with caring and a sense of community; fosters innovation and experimentation; builds diversity and inclusion
- Ability to **Lead** – focuses on impact and outcomes; influences others, initiates and sustains change
- Experience **Managing** others – supports a culture of experimentation; effective at influencing others; effective at coaching and developing others
- Deals with confidential information and/or issues using discretion and judgment