
MIT Job Description

Job Title: Admissions Officer 2	Position Title: Assistant Director of Recruiting, Admissions
Reports to: Associate Director of Admissions Recruiting	% Effort or Wkly Hrs: 100%

Position Overview:

The Assistant Director of Admissions Recruiting is responsible for developing and managing recruiting and conversion strategies and implementing initiatives to attract prospective, qualified applicants for the MIT Sloan Master Degree Programs, including: Master of Business Administration (MBA), Sloan Fellows (SFMBA), Master of Finance (MFin), Master of Business Analytics (MBA), MBA Early Admissions and Master of Science in Management Studies (MSMS),

The Assistant Director of Admissions Recruiting will collaborate closely with the Associate Director of Admissions Recruiting and Admissions Leadership Team to drive global recruiting and conversion activities across Sloan's Master Degree Programs. This person will manage relationships with external constituents (e.g. current students, alumni, the Program Offices, the Office of External Relations (OER), and other professional organizations. The Assistant Director of Admissions Recruiting will be an active member of admissions' committees, reading applications and interviewing candidates, as well as, participating in the selection process for seating each class.

Principle Duties and Responsibilities

Event Administration/Outreach 50%

- Drive the strategy for all recruiting activities on-campus, off-campus and virtual, including events targeted at prospects, applicants and admitted students.
- Deliver and manage presentations to prospective candidates at on-campus and off-campus recruiting events, domestically and internationally including at MIT Sloan hosted recruiting events, jointly with peer school recruiting events, fairs, conferences and college campuses.
- Maintain high-touch prospect relationship management and engagement, including encouraging high potentials and admitted students to apply to and enroll in the program, through e-mail correspondence, phone-calls, counseling walk-ins and liaising with student activities groups, etc.
- Work closely with Program teams and liaisons, attending weekly staff meetings and support program activities throughout the year as necessary.
- Oversee the delivery of the Campus Visit Program, the on-campus visitor program (co-led by student volunteers) for prospects across each degree program.
- Project manager for conversion events like AdMIT Visit Days, AdMIT Webinar Series and Global AdMIT Receptions.
- Collaborates directly with various Sloan Student Services Teams who support Early Career Programs (ex: Career Development Office, Student Life, Alumni Relations and Sloan Educational Services) to identify opportunities for synergies with the Admissions Recruiting process.

Candidate assessment and Application Review 30%

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- Member of the Admissions Committee and participates in Admissions Committee meetings and participates in the evaluation of applications.
 - Evaluate applications using MIT Sloan MBA admissions methodology. Conduct admission interviews using MIT Sloan Interviewing methodology. Participate in admissions calibration meetings to evaluate applicants.
 - Review applications and conduct interviews, Zoom and in-person, across programs throughout the Admissions Cycle.

Administrative/CRM system support 10%

- Active member of Relevant Admissions Project Teams, for example: Sloan Events Team, Conversion Events Team, Lead Nurturing Team.
- Manage and develop the Campus Visit Program Admissions Assistant.
- Use data/predictive analytics to help guide the strategy for recruitment and conversion activities.
- Collaborates with the Admissions Operations team to oversee the technology system (SLATE) used to support event management.
- Identifies, develops, and initiates innovations and solutions where precedents or procedures may not exist. Works closely with Admissions Leadership team to ensure activities are well coordinated across the admissions team.
- Represents MIT Sloan Admissions within the MIT Sloan Community.
- 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 10%

- Proposes, develops and implements efficiencies and improvements related to the recruitment, admissions and matriculation processes (from in-person information sessions to remote interactions with applicants and potential applicants, to intake issues with visas, housing, ID numbers, and financial aid, etc.)
- Attend bi-weekly admissions status meeting and report out on behalf of Recruiting & Project Teams
- May travel up to 20% of the time; including evening meetings and occasional weekend travel.
- Other duties as needed or required.

Supervision Received:

Reports to the Associate Director of Admissions Recruiting. This position requires the ability to contribute independently with minimal supervision as well as the ability to work closely with multiple stakeholders across the school.

Supervision Exercised:

Position may oversee temporary employee support as needed.

Qualifications & Skills:

Required:

- Bachelor's degree

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- Minimum of 4 years of work experience in academic administration
 - Strong project management skills including, setting priorities, meeting deadlines, motivating project teams, and managing budgets
 - Experience with predictive modeling, desire for advanced proficiency in Excel and PowerPoint
 - 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
 - Outstanding presentation skills
 - 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
 - Experience working with Senior Leaders

Preferred:

- Master's degree preferred
- 5 or more years academic administration preferred. Knowledge of MIT and MIT Sloan preferred.

Competencies:

- 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