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## MIT Job Description

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| <b>Job Title:</b> Admissions Officer 2              | <b>Position Title:</b> Assistant Director of Admissions, Recruiting |
| <b>Reports to:</b> Associate Director of Admissions | <b>% Effort or Wkly Hrs:</b> 100%, 40 hrs/wk                        |

### **Position Overview:**

The Assistant Director of Recruiting is responsible for developing recruiting strategies and implementing initiatives to attract qualified applicants to MIT Sloan's portfolio of programs (the full-time, 2-year MBA; Sloan Fellows MBA; Master of Business Analytics; and Master of Finance). In addition, the Assistant Director will help develop conversion strategies to support enrollment in each of these programs. This person will be a liaison to student groups, alumni, and other MIT Sloan departments who support our recruiting initiatives. The Assistant Director will also be an active member of the admissions committee and participate in the selection process.

The Assistant Director will be able to work in a hybrid environment with a minimum of 3 days in the office (located in Cambridge, MA) and the remainder of the week remotely. In office days will be on a set schedule.

**Principal Duties and Responsibilities:** (List of activities that are representative of the types of responsibilities that someone in this position would fulfill.)

#### Event Administration/Outreach 50%

- Collaborate on strategy development for recruiting activities (on-campus, off-campus and virtual) including events targeted at prospects, applicants, and admitted students.
- Participate in and deliver presentations to prospective candidates and admitted students during on-campus, off-campus, and virtual events. In-person events will occur domestically and internationally, and will include information sessions, college fairs, forums, panels, etc.
- Support prospective and admitted students via e-mail correspondence, impromptu walk-in conversations, phone calls, etc.
- Manage on-campus events including information sessions, class visits and adjacent programming, campus tours, etc. across our portfolio of programs. Work collaboratively with other from the Admissions Recruiting Team, as well as Operations, Marketing, and student volunteers.
- Serve as project manager for events hosted by external organizations (fairs, conferences, company visits). Requires close collaboration with the Associate Director of Diversity, Equity, and Inclusion, the Admissions Marketing team, and others. Create an annual project plan and lead regular project team meetings.
- Serve as primary contact to and collaborator with various student clubs.
- Collaborate with MIT Sloan student services teams (ex: Career Development Office, Student Life, Alumni Relations, and Sloan Educational Services) to identify opportunities for synergies and request support.
- Potential for additional project management role(s), based on shifting needs within the Admissions team.

#### Candidate Assessment and Application Review 30%

- Member of the Admissions Committee, participating in Admissions Committee meetings and the overall review and evaluation of applications.
- Evaluate applications using MIT Sloan admissions methodology.
- After demonstrating sufficient proficiency of the admissions methodology and evaluation process, the Assistant Director will conduct admissions interviews (Zoom and in-person) using MIT Sloan interviewing methodology.

#### Administrative/CRM System Support 10%

- Use data/predictive analytics to help guide the strategy for recruitment and conversion activities.
- Collaborate with the Admissions Operations team to utilize the technology system (Slate) to support event management.
- Identify, develop, and initiate innovations and solutions where precedents or procedures may not exist. Work closely with Admissions leadership to ensure activities are well coordinated across the Admissions team.
- Represent MIT Sloan Admissions within the MIT Sloan Community.
- Connect MIT Sloan Admissions with the wider MIT community and develop strategic relationships.
- Take the initiative to continuously learn about new opportunities, changes, and student stories across programs.

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Other Admissions Initiatives: 10%

- Propose, develop, and implement efficiencies and improvements related to recruitment, admissions, and matriculation processes (from in-person information sessions and remote interactions, to intake issues with visas, housing, ID numbers, financial aid, etc.).
- Attend bi-weekly Admissions status meetings and report out on behalf of the Recruiting Team; attend twice monthly Admissions staff meetings and report out on projects owned.
- May travel up to 20% of the time; including evenings and occasional weekend travel.

Other duties as needed or required.

**Supervision Received:** Supervision is provided by the Associate Director of Admissions. Position requires ability to make sound judgements, communicate effectively, and work independently with minimal supervision.

**Supervision Exercised:** Potential for supervisory responsibility in the future.

**Qualifications & Skills:**

Required:

- Bachelor's degree.
- Minimum of 2 years of work experience in academic administration.
- Strong project management skills including, setting priorities, meeting deadlines, motivating project teams, and managing budgets; ability to manage a portfolio of multiple projects from various partners simultaneously.
- Exceptional communication skills across internal and external audiences.
- Outstanding oral and written presentation skills.
- Friendly and adaptable.
- Desire for advanced proficiency in Excel and PowerPoint. Exposure to Slate, SmartSheet, and/or Zoom is a plus.
- 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 autonomously in a fast-paced team environment in a flat organization and to function equally well as an initiator, facilitator, and implementer.
- 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.
- 4 or more years of experience preferred.
- Knowledge of MIT and MIT Sloan is a bonus.

**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.

*\* 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.*