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## MIT Job Description

<b>Job Title:</b> Mgmt2, Admissions	<b>Position Title:</b> Associate Director, Evaluation & Enrollment
<b>Reports to:</b> Alexis Marcus	<b>% Effort or Wkly Hrs:</b> 100%, 40 hrs/wk
<b>Department:</b> MIT Sloan Admissions	Grade 8

### **Position Overview:**

The Associate Director of Evaluation & Enrollment will provide strategic oversight of all aspects of the Admissions evaluation process for candidates applying to the MIT Sloan Master's Programs, with a focus on MBA and Sloan Fellows MBA, including strategic planning, execution and outcome assessment based on the requirements determined in collaboration with each program office. In addition, the Associate Director will oversee and confirm enrollment for each program class leading up to matriculation. The Associate Director partners with program deans, shared services teams, Sloan faculty, staff, alumni, contractors and vendors to create an integrated evaluation process that meets the needs of each program and assists in finalizing the class prior to hand off to the respective program team. This person will report to the Senior Associate Director for Evaluation & Enrollment and will manage a team of three, along with contract readers and interviewers. The Associate Director will be a lead member of the admissions committee and participate in recruiting events.

The Associate Director will work in a hybrid environment with a minimum of 2 days in the office (located in Cambridge, MA) and the remainder of the week remotely. In office days will be on a set schedule to allow for in person collaboration.

### **Principal Duties and Responsibilities:**

1. Strategic oversight of the evaluation and enrollment processes **(40%)**
  - Oversee the evaluation annual cycle including setting strategic dates/deadlines for each program and creating an integrated evaluation calendar.
  - Serve as leader for an integrated evaluation process which also provides customized paths to meet the needs of each program (MBA, MFin, MBAn, MSMS, and Sloan Fellows MBA).
  - Oversee the work of Admissions Committee members, which includes 20+ expertly trained professional staff.
  - Partner with individual program deans to create a set of shared goals and align application components to meet assessment needs, this includes but not limited to; development of essay questions; interview strategies; use of other innovative technology; compliance with MIT legal; etc.
  - Lead continued training of admissions committee members, including development of industry expertise guides, and MIT Sloan competency framework guides, and leading weekly admissions committee calibration meetings.
  - Conduct regular feedback sessions with members of the admissions committee to provide customized feedback on their assessment results.

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2. Strategic management of admissions technology (Slate) used to source, evaluate, and enroll applicants to the MBA, MFin, MBAn, MSMS, and Sloan Fellows MBA programs. This includes making recommendations for process improvements as well as integrating all aspects of the application life cycle, serving as point person to train other members of the team on how to use technology to support their daily operations. **(10%)**
  3. Lead Member of AdCom including decision-making process and enrollment **(40%)**
    - Read and evaluate applications and conduct candidate interviews using the MIT Sloan evaluation (competency) model.
    - Manage data collection
    - Analyze, interpret, report on results for decision meetings
    - Design and develop decision letters and corresponding communications (ex: congratulatory phone calls/emails)
    - Oversee weekly Reporting of assessment outcomes during evaluation season.
    - Lead Waitlist management in order to achieve enrollment targets.
    - Lead enrollment efforts across programs to ensure matriculation of a full class and meet enrollment goals.
    - Member of fellowship committee and advocate for candidates who meet fellowship criteria.
  4. 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. (as needed)

**Other Admissions Initiatives (10%):**

- Lead 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.
- Oversee high potential applicant cultivation for specialized programs, leading oversight of pre-applicant interview process, e-mail correspondence, counseling walk-ins and liaising with student activities groups, etc.
- Create and oversee reporting used at bi-weekly admissions status meeting and develop dashboards used for reporting across program teams.
- May travel up to 20% of the time; including evening meetings and occasional weekend travel.

Other duties as needed or required.

**Supervision Received:**

Supervision is provided by the Senior Associate Director of Evaluation and Enrollment. Position requires ability to make sound judgements, communicate effectively, and work independently with minimal supervision.

**Supervision Exercised:**

Position will supervise three direct reports who will support all evaluation and enrollment activities. In addition, position will oversee approximately fifteen contract employees who sit on our admissions committee, seasonally. This includes recruiting and hiring when necessary and coaching adcom members as needed.

**Qualifications & Skills:**

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## Required

- Bachelor's degree.
- Minimum of **3** years of work experience in academic administration with at least 4 years of Evaluation and/or Enrollment experience.
- Experience with predictive modeling.
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, motivating project teams, and managing budgets
- 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
- Deals with confidential information and/or issues using discretion and judgment

## Preferred

- Master's degree
- Knowledge of MIT and MIT Sloan
- Experience with or knowledge of SLATE.

## 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

- \*\* 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.