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## MIT Job Description

<b>Job Title: Mgmt 2, Admissions</b>	<b>Position Title: Associate Director, Admissions Recruiting</b>
<b>Reports to: Senior Associate Director for Admissions Recruiting</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Admissions</b>	<b>Grade 8</b>

### **Position Overview:**

The ASSOCIATE DIRECTOR for ADMISSIONS RECRUITING is responsible for participating in the planning and execution of global recruiting and conversion activities with a primary focus on the Master of Finance and Master of Business Analytics programs as well as the MBA Early Admission offering. Responsibilities include supporting the development of an integrated master recruiting calendar across all programs; working closely with the Marketing and Operations teams to ensure successful execution of events, and managing relationships with external constituents, specifically alumni. The ASSOCIATE DIRECTOR for ADMISSIONS RECRUITING will also read and interview applicants and sit on the Admissions Committee for multiple programs.

### **Representative Responsibilities include:**

#### **Recruiting (50%)**

- 1) Supports the development of an annual global recruiting calendar based on strategy set by Senior Associate Director which includes:
  - a) Focus on the following programs MFin, MBAn, and the MBA Early Admission offering
  - b) Ensuring the appropriate mix of virtual and in person events
  - c) Identifying locations, determining dates, and working with Operations team to secure venues for off campus events
  - d) Incorporating partner organization events (ie: SWE, Gracehopper, etc.) into calendar
- 2) Presents at both virtual and in person recruiting events (on campus, throughout the US and abroad)
  - a) Present the mission / message of MIT Sloan as well as an overview of the application process
  - b) Facilitate student and alumni panels
- 3) Schedules and facilitates information sessions at various industry partners (consulting firms, financial institutions, etc.)
- 4) Support the successful execution of preview days
- 5) Manages Alumni Relationships (across all programs)
  - a) Curate alumni panels for all off campus events
  - b) Coordinate with Office of External Relations (OER) to schedule executive board and alumni board calls
  - c) Work with Sloan 5 groups within the US to schedule admit happy hours
  - d) Partner with adMIT weekend planning team to identify opportunities to showcase alumni success stories and reach out to alumni where appropriate

#### **Conversion (20%)**

- 1) Drives implementation of Conversion Strategy established by Recruiting and Program Points of Contact for MFin, MBAn and MBA Early
- 2) Support the successful execution of admit events

#### **Relationship Management (10%)**

- 1) Builds meaningful relationships with peers and effectively collaborates across admissions teams (Marketing, Evaluation, and Operations)
- 2) Develops working relationships with Program Points of Contact and external constituents (e.g. Office of External Relations (OER), Career Development Office (CDO), student clubs, student senate, and the alumni community)
- 3) Represents MIT Sloan with external professional organization contacts (e.g. SWE, Gracehopper)

#### **Candidate Assessment and Application Review (10%)**

- 1) As a member of the Admissions Committee, participates in Admissions Committee meetings and the overall review and evaluation of applicants
- 2) Evaluates applications using the MIT Sloan admissions methodology
- 3) Conducts interviews applicants using the MIT Sloan admissions methodology (Zoom and In Person)

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### **Personnel Development (5%)**

- 1) Manages a team of 2 including an assistant director and coordinator. This includes recruiting and hiring when necessary, supervising, coaching, and fostering personnel development
- 2) Hires / manages temporary employees on an as needed basis

### **Other Admissions Initiatives: (5%)**

- 1) Attends bi-weekly admissions status meetings and reports out on recruiting activities
- 2) Prospect relationship management, including encouraging high potentials and admitted students to apply to and enroll in the program, through e-mail correspondence, counseling walk-ins and liaising with student activities groups, etc.
- 3) Other duties as needed or required.

### **Supervision Received:**

Reports to the Senior Associate Director of Admissions Recruiting and Evaluation. 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:**

Supervises a team of 2 including an assistant director and coordinator. (temporary employees on an as needed basis)

### **Qualifications & Skills:**

#### **Required:**

- Bachelor's degree.
- Minimum 3 years of college admissions experience
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, motivating project teams, and managing budgets.
- Event planning experience
- Outstanding presentation skills.
- Prior supervisory experience
- Deals with confidential information and/or issues using discretion and judgment.
- Must have **experience**, a **strong desire for**, and **be comfortable with domestic and international travel**. May travel up to **50%** of the time.

#### **Preferred:**

- Master's degree preferred.
- Minimum 5 years of work experience.
- Microsoft Office (Word, Excel and PowerPoint) proficiency. Experience with a CRM (Slate) preferred.
- MIT college admissions experience.

### **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** – focusses on impact and outcomes; influences others, initiates and sustains change.
- **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 position 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.*