
MIT Job Description

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

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 MBA and Sloan Fellows MBA programs. Responsibilities include supporting the development of an integrated master recruiting calendar across all programs; working closely with the Marketing and Operations team 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 candidates and sit on the Admissions Committee for multiple programs.

Role eligible for hybrid schedule that aligns with goals and guidelines of the Admissions Office.

Principal Duties and (Responsibilities Essential Functions):

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: MBA and Sloan Fellows MBA
 - b) Ensuring the appropriate mix of virtual and in person events
 - c) Identifying locations, determine dates, and work with Operations team to secure venues for off campus events
 - d) Incorporating partner organization events (ie: Forte, GMAC, 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) Drives implementation of Conversion Strategy established by Recruiting and Program Points of Contact for MBA and SFMBA
- 5) Supports the successful execution of preview days and admit events including AdMIT Weekend for MBA
- 6) Manages Alumni Relationships with fellow Associate Director for Recruiting
- 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 MBA, and Sloan Fellows MBA programs
- 2) Support the successful execution of admit events

Relationship Management (10%)

- 1) Builds meaningful relationships with peers and effectively collaborate across admissions teams (Marketing, Evaluation and Operations)
- 2) Develops working relationship 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 contacts (e.g. Forte, GMAC, AIGAC)

Candidate Assessment and Application Review (10%)

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

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

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- 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.

Other duties as needed or required.

Supervision Received: Reports to the Senior 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: Supervises a team of 2 including an assistant director and coordinator. (temporary employees on an as needed basis)

Qualifications & Skills:

- 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.
- 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.*