

### MIT Job Description

<b>Job Title:</b> Admissions Officer 2	<b>Position Title:</b> Assistant Director, Evaluation & Enrollment
<b>Reports to:</b> Associate Director	<b>% Effort or Wkly Hrs:</b> 100%, 40 hrs/wk
<b>Department:</b> Sloan Admissions	Grade 6

**Position Overview:**

The Assistant Director of Evaluation & Enrollment is responsible for supporting strategies and implementing initiatives in order to assess and enroll candidates applying to the Sloan Master’s Program’s (MBA, MFin, MBAn, MSMS, and Sloan Fellows MBA), including strategic planning, execution and outcome assessment. The Assistant Director develops and manages relationships with internal and external stakeholders, such as Sloan faculty and staff, alumni and vendors. This person will also be a member of the admissions committee and participate in recruiting events.

The Assistant 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 personal collaboration.

**Principal Duties and Responsibilities:**

**1. (50%) Evaluation & Enrollment Activities**

- Collaborate in the development of, and strategy for all evaluation activities, including application content, reading, interviewing, decision making and admissions committee management.
- Manage the development of an integrated evaluation schedule and ensure we meet target dates/deadlines.
- Develop processes to meet the individual needs of each program (MBA, MFin, MBAn, MSMS, and Sloan Fellows MBA) while also maintaining overall coordination and calibration across evaluation processes.
- Work with individual programs to modify 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.
- Identify, train and manage admissions committee (adcom) members.
- Serve as active member of adcom across programs, which includes reading and evaluating applications and conducting candidate interviews using the MIT Sloan evaluation (competency) model.
- Actively participate in weekly calibration meetings with admissions committee members and provide necessary feedback to members of the committee to support a calibrated evaluation process.
- Member of fellowship committee and advocate for candidates who meet fellowship criteria.
- Manage weekly reporting of assessment outcomes during evaluation season.
- Organize and prepare content for decision meetings
- Design, develop and coordinate all admit congratulatory calls and communications and confirm admit information is shared with marketing
- Serve as day-to-day waitlist manager and proactively manage enrollment targets.

**2. (20%) Create, update and manage all project plans associated with evaluation and enrollment functions** and align tasks and activities across the entire admissions team. Collaborate with the Associate Director and Senior Associate Director for Evaluation and Enrollment to ensure all tasks and activities are complete.

**3. (20%) Collaborate with the Associate Director for Evaluation & Enrollment to manage the 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.

- **Identify, develop, and initiate 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. (as needed)

Other duties as assigned or required.

**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.
- 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.



- Attend Admissions Team Staff meetings and report out on behalf of Evaluation & Enrollment Team
- May travel up to 20% of the time; including evening meetings and occasional weekend travel.

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

**Supervision Exercised:** Position will supervise one Graduate Assistant and will actively assist the Associate Director in managing contractor readers and interviewers, as needed.

**Qualifications & Skills:**

*Required*

- Bachelor's degree.
- Minimum 1 year of Admissions experience.
- Minimum of 2 years of relevant work experience in academic administration with Evaluation and/or Enrollment.
- Knowledge of Admissions technology/CRM used to support these initiatives.
- Strong project management skills including leading projects, setting priorities, meeting deadlines, and motivating project teams.
- 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
- Experience with or knowledge of project management systems, including Smartsheet

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 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.*