
MIT Job Description

Job Title: Program/Project Coordinator	Position Title: Coordinator, Evaluation - Admissions
Reports to: Associate Director, Evaluation	% Effort or Wkly Hrs: 100%
Department: Sloan Admissions	

Position Overview:

The Admissions Team at MIT Sloan is responsible for all Marketing, Recruiting, and Evaluation processes for the full time Sloan Master's Program's (MBA, MFin, MBAn, MSMS, and Sloan Fellows MBA.)

As a member of the Evaluation team, the Coordinator is a key member who is responsible for contributing to and supporting evaluation strategies and implementing initiatives in order to assess and enroll candidates applying to all programs (MBA, MFin, MBAn, MSMS, and Sloan Fellows MBA.) The Coordinator is tasked with assisting with day-to-day management of the evaluation calendar, application logistics and evaluation processes, including working cross-functionally with members of the Operations, Marketing, and Recruiting teams within Sloan Admissions. This person will also participate in recruiting events.

The Coordinator 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 to accommodate for office coverage when prospective students are on campus.

Principal Duties and Responsibilities:

1. Evaluation Management Activities and Administration (50%)
 - Plans, coordinates, organizes, and prioritizes processes to ensure that application evaluation across all programs is on track to complete reviews in allocated timeframe.
 - Serves as a contact for admissions committee members and works independently to problem solve any issues that arise related to timely completion of application reviews.
 - Coordinates and manages projects related to the evaluation of applications across programs including the implementation of an integrated evaluation calendar.
 - Collaborates with the Associate Director to onboard and manage seasonal temporary readers including but not limited to planning and preparing training materials for new readers.
 - Collaborates with Operations Team to co-manage admissions project related to all candidate interviews (all MIT Sloan adMITs are interviewed prior to an offer of admission.) This includes tracking the interviewee pool, establishing a scheduling approach, and problem solving to ensure timely completion.
 - Ensures evaluation funnel tasks are on schedule and updated in project system, Smartsheet.

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2. Candidate Assessment and Application Review (20%)
 - Assess and evaluate the fit of prospective applicants by reviewing candidate profiles, identifying suitable candidates, conducting phone conversations, and providing written feedback.
 - Oversee and execute sourcing for informational calls for Early Career programs and Sloan Fellow MBA.
 - Reviews candidate applications for completeness and evaluates whether applicants meet minimum admissions criteria.
 3. CRM (Slate) System Support (20%)
 - Collaborate with the Operations Team to maintain admissions data in CRM (Slate).
 - Develops and tracks metrics related to applications across programs.
 - Creates and generates detailed queries and reports for use by the Evaluation and Leadership teams.
 4. Other Admissions Activities (10%)
 - Prospect relationship management, including encouraging high potentials and admitted students to apply to and enroll in the program, through email correspondence, telephone calls, counseling walk-ins and liaising with student activities groups, etc.
 - Assist with recruiting events for prospective candidates and adMIT events – including registration, logistics, set up, and presentation; including evening/weekend meetings and occasional weekend travel.
 - Identifies, develops, and initiates innovations and solutions where precedents or procedures may not exist.

Other duties as assigned or needed to support the overall function of the Admissions Office.

Supervision Received:

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

Qualifications & Skills:

Required:

- Bachelor's degree.
- Minimum 2 years of administration and/or project/program management experience.
- Ability to excel in a fast-paced, team environment and skilled at multi-tasking, setting priorities and meeting multiple simultaneous deadlines.
- Organized with attention to detail.
- Excel and PowerPoint proficiency.
- Deals with confidential information and/or issues using discretion and judgment.
- Exceptional interpersonal, communication (oral and written) in order to represent Admissions, MIT Sloan master's programs to internal and external audiences.

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- Ability to work a minimum of 3 days in-person (office is located in Cambridge, MA).
 - Ability to travel and work occasional evening and weekend hours to assist with events.

Preferred:

- Minimum 3 years of professional experience in academic administration, particularly in admissions.
- Experience with CRM (Slate).
- Familiarity with Smartsheet.
- Demonstrated success in customer service with ability to show initiative and patience.
- The ability and desire to work autonomously in a fast-changing team environment in a flat organization and to function equally well as an initiator, facilitator and implementer.
- Knowledge of MIT or MIT Sloan.
- Ability and desire 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.
- An appreciation of diverse cultures and backgrounds and the ability to communicate effectively with a wide variety of constituencies.

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

*** 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.*