



MIT Position Description

Job Title: MGMT 4, Program & Project Admin	Position Title: Assistant Dean, Master of Finance Program
Reports to: Senior Associate Dean, Undergraduate and Master’s Programs	% Effort or Wkly Hrs: 100% / 40 hours
Department: MIT Sloan Masters of Finance Program Office	

Position Overview:

The Assistant Dean (AD) will be an entrepreneurial, strategic, and operational finance leader within one of the world’s premier business schools. The AD will provide strategic vision and management of the Master of Finance program (MFin) and reports to the Senior Associate Dean.

This is an exceptional opportunity to lead a dynamic program and to further position Sloan’s accomplished students and alumni for superior financial expertise to use in an increasingly complex global business community. Leveraging the momentum of the MFin program, the AD will lead and maintain the academic quality of a top-ranking program poised for continued success. The AD will provide operational and administrative leadership of the program and its resources in collaboration with senior leaders and faculty. This leader will provide visible and collaborative leadership to 4 professional staff and will work collaboratively with Finance faculty and Sloan Admissions and Career Development teams.

Amongst other priorities, the AD will assist in recruiting the world’s best students, ensuring an exceptional student experience, more deeply engaging alumni and building stronger and deeper relationships with employers. This is an exciting opportunity to join the School, as the AD will be building upon a strong foundation to bring Sloan’s MFin program to its next level.

Despite the pandemic, the MFin program enrolled a record class last year, reinforcing its standing as the world’s best program of its kind. Looking forward, the AD will help the program diversify its student body to meet the growing needs of the financial services industry globally, as well as the financial expertise needed by the world’s leading companies. Finally, the AD will be responsible for the professional development of its top-performing staff and enhancing their career growth.

Principal Duties and Responsibilities (Essential Functions):

Manage program operations and resources critical to the success of MFin

Working closely with senior leaders and faculty, the AD will provide strategic and operational management of the MFin program and its resources, and will develop budgets and operational forecasts, including admissions planning and employment reports.

Lead and empower a team

Work collaboratively to build and support a diverse and talented team. Foster collegiality and effectiveness with appropriate communication and transparency.

Provide strategic vision and leadership

The AD will provide a long-term vision and strategy to successfully position and maintain the MFin program’s academic quality and top ranking in an increasingly competitive business education marketplace.



Collaborate with relevant constituents within Sloan and throughout MIT

The AD will collaborate effectively with the ability to manage expectations of faculty, students, staff, and stakeholders within the School and throughout the MIT campus.

Partner and collaborate with key stakeholders to anticipate and capitalize on trends and emerging developments in the global marketplace

The AD will lead the effort to ensure that Sloan's approach is cutting-edge and nimble in its response to market changes and employment trends.

Raise the profile of MFin within Sloan and to alumni

The AD will be a strong advocate for the MFin program and will publicize the concrete results of its work. This person will be a visible leader, managing internal and external marketing initiatives, and will represent the School with business media on career and job-market trends and topics.

Enhance business development and corporate partnerships

The AD will take advantage of the significant opportunities to connect the program to business leaders and identify new opportunities for strategic partnerships.

Supervision Received:

The position reports to the Senior Associate Dean and receives minimal supervision of duties

Supervision Exercised:

The position manages a team of 4 full-time exempt and non-exempt staff.

Education, Qualifications & Skills:

- Bachelor's degree required, advanced degree in a related field preferred
- Minimum 7 years of administration or operations experience and/or project/program management required.
- Strong leadership skills and a track record of effectively managing a diverse and talented team of professionals; deep experience in developing staff and building effective teams is essential. A keen eye for operational efficiency and optimal use of resources.
- Strong operational/administrative management skills, effectively managing and empowering a team, managing a budget, and maintaining the strategic growth and resources of the program.
- An understanding of financial services, the finance function and management education (ideally with experience in one or more of these realms), as well as and the needs and aspirations of Sloan students, alumni, and corporate partners.
- The credibility, maturity, and sound judgment required to effectively engage, influence and leverage a broad range of internal and external stakeholders. Superior communication skills, both written and verbal.
- A track record of innovation, which could come in numerous forms—programmatic, technological, etc. Likewise, an understanding of and appreciation for the use of performance metrics and data-driven decision-making.
- Excellent interpersonal skills as well as a high degree of comfort working on a global basis; cultural sensitivity as well as a commitment to a diversity of perspectives and an excitement for global cultures.
- Ability to establish trust, credibility and influence within the School and with potential employers and other external stakeholders.
- An ethical track record of promoting equality, diversity, mutual respect, and fairness.

Position Location: Cambridge, Massachusetts

Competencies: Contribute; Collaborate; Engage; Lead; Manage.

*** 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.*