



MIT Position Description

NOTE: For instructions on filling out this form, please download our [Position Description Template with Instructions](#).

Job Title: Academic Administrator	Position Title: Assistant Director, Advising MBA program
Department: MBA Program Office	% Effort or Wkly Hrs: 50%

Position Overview:

With guidance from the MBA Program Office Associate Director, , the Assistant Director, Advising MBA Program, Sloan School of Management (part-time, 50%), will be the assigned academic advisor to one MBA cohort (70+ students per class). The Assistant Director will ensure a high quality student advising and educational experience for traditional two year MBA students. The Assistant Director will manage student advising; resource sharing and awareness supporting student success in a variety of situations. The Assistant Director will also assist the MBA Program Office in various programming as assigned.

Principal Duties and Responsibilities (Essential Functions**):

Student Advising (80%)

Advising/Counseling:

- The Assistant Director is available to work with students one-to-one on topics such as MBA Program policies, setting learning goals, elective course selection, and time management.
- They will support students in personal crisis, providing them with the appropriate internal referrals and access to interventions as needed.
- The Assistant Director will be knowledgeable about MIT Sloan course offerings including challenges in the Core Semester, Tracks and Certificates, as well as Sloan and MIT policies and resources available for students in a wide range of circumstances.
- Advises students on academic issues such as course selection, major requirements, and research opportunities. Leads and/or participates in department orientation for new students.
- They will attend student events and conferences both to be visible and available to the students as well as to keep in touch with student interests and concerns.
- Acts as a resource to students, faculty, and staff on program and MIT requirements. Implements department and MIT policies, monitors curriculum changes.
- Responds to high volume of complex inquiries (via email, phone, and in-person) related to applications, faculty research and general requests for information about the department, its various program offerings, and the Institute. This requires in-depth knowledge of the Department, courses, and MIT graduate student policy.



- They must be comfortable with and able to provide the support and challenge necessary to create an environment for personalized learning for a highly motivated and culturally diverse professional student body.
- Regularly assesses the advising functions of the office and how they relate to upgrading of processes and procedures at the Institute level. Anticipates potential changes, evaluates staffing needs, and collaborates with Institute offices involved in implementation.
- The Assistant Director will also be a 360 Leadership Coach for incoming MBA students.

Events Management and Other Projects (20%)

- Help plan and manage all MBA Program events and activities including the creation and implementation of virtual events and activities.
- Responsible for Ad welcome and orientation event, Action Learning Poster Session, four day SIP Hackathon, and graduation dinner and ceremony, with students and corporate partners attending all events
- Other tasks as needed

Supervision Received:

The Assistant Director will report to the Enterprise Management Track faculty head and the Associate Director, MBA Program Office.

Supervision Exercised:

The Assistant Director will have no direct reports.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree
- Minimum 3 years of academic administration

PREFERRED EDUCATION AND EXPERIENCE:

- Master's degree in higher education, counseling, and/or management
- Minimum of 3 years of advising, counseling, and/or management experience
- Excellent interpersonal and communication skills to assist the diverse population of students, faculty, and staff
- Strong computer skills and knowledge of Word, Excel, and PowerPoint.
- Team player with extremely strong organizational skills, proven problem solving abilities
- Ability to successfully balance and prioritize a highly dynamic and diverse workload



Competencies:

Contribute

1. **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
2. **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
3. **Is self-directed and proactive** while advancing work and achieving results

Collaborate

4. **Works towards team success** with humility, as both a member and a leader of formal and informal teams
5. **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
6. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

Engage

7. **Acts with caring and a sense of community** while demonstrating genuine respect towards every person
8. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
9. **Builds diversity and inclusion** by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive

** 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.