



MIT Position Description

Job Title: Education Program Administrator 1	Position Title: Assistant Director, Executive Programs
Department: Sloan Executive Education	% Effort or Wkly Hrs: 100%

Position Overview:

The Assistant Director of Executive Programs is responsible for delivering a mixed portfolio of programs, partnering with program coordinators, under the direction of a Director. There will be a selection of established programs that will be delivered in a hybrid role where the Assistant Director will function as program coordinator and director. In more complex custom engagements, he/she will work with a Director to manage client relationships, program design, financial performance and program feedback.

Principal Duties and Responsibilities (Essential Functions):**

Management and Leadership

- Model best practices in operational policies, processes and procedures required to ensure the quality and integrity of open enrollment program delivery
- Manage program teams assigned to work with assistant director on more complex open enrollment, custom or institutional programs
- Serve as point of contact for and assist program coordinators before, during and after program deliveries
- Provide input into performance reviews of program coordinators

Program Management & Delivery

- Manage a select portfolio of open enrollment programs each season, leading program logistics in addition to traditionally designated program director responsibilities
 - Logistical responsibilities
 - leads the development and management of the program operations planning and milestones for on-site and digital deliveries
 - collects program information and materials for their timely publishing and distribution via print, email and web
 - identifies and supervises vendors (hotel, catering, AV, printing, etc.)
 - Directing responsibilities:
 - schedule sessions with faculty
 - work with faculty to manage program content and design updates, with support from program director(s), as needed
 - create and close out budgets, reviewing financial performance with program team
 - oversee delivery and lead faculty introductions



- observe entirety of program in the classroom
 - facilitate certificate ceremony
 - confirm and process faculty compensation
 - engage with participants, including advising participants on program selection in the open enrollment portfolio, discussing certificate track options, discounts, etc.
- Oversee a portfolio of custom and institutional programs with guidance and coaching from a program director. Responsibility for client and faculty relationship management, coordination of program design process, planning/budgeting, educational outcomes and financial performance
 - engage with clients and maintain productive and professional client relationships
 - work with faculty director to review and update the program design and schedule
 - communicate with teaching faculty regarding their teaching engagements and content
 - develop and submit program budgets, secure teaching permissions, confirms and process faculty compensation
 - manage program teams in successful delivery of programs
 - accountable for educational outcomes and financial performance of program
 - In collaboration with the Director, implement an active performance plan and metrics for their own program portfolio performance;
 - Assist with special projects, as needed (e.g. operational continuous improvement or program development related)
 - Serve as program coordinator on programs, if necessary
 - Perform other related duties as required or directed

Supervision Received:

This role will have dual reporting: Director of Operations and Sr Director, Executive Programs. Supervision will be minimal but regular. Emphasis on coaching and guidance.

Supervision Exercised:

None

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- BA or BS degree; advanced degree desired by not required
- Min. of 4 years working experience
- Familiarity with MIT Sloan and/or Executive Education
- Demonstrated interest in program content
- Ability to quickly get acquainted with the content of the programs in one's portfolio; be able to articulate main ideas and discuss the program at a high level
- Build a solid knowledge of the full portfolio of program offerings and Executive Education faculty expertise, so as to be able to advise companies and individuals in their selection of MIT Sloan Executive Education programs



- Ability to spot content related issues during program deliver and, as needed, seek director to help address them
- Ability to balance and deliver both logistical responsibilities and program director responsibilities on an ongoing basis
- Develop and maintain positive relationships with Institute faculty, clients and participants
- Strong presence in front of the room

- Strong interpersonal and communication skills
- Ability to deal with ambiguity

- Maintain professional outlook and demeanor, managing stress appropriately
- Exemplify and uphold the MIT Executive Education Values of People, Trust & Respect, Learning & Ideas, Operational Excellence, and Sustainability

PREFERRED EDUCATION AND EXPERIENCE:

Demonstrated experience:

- Prioritize work based on strategic objectives
- Business acumen skills, including:
 - Manage important global client relationships and identify business development opportunities
 - Demonstrate strategic thinking and implement strategic orientation of MIT Sloan Executive Education
 - Understand and navigate the internal dynamics of both client organizations and MIT
 - Negotiate and influence positive goals for the client and for MIT
- Show initiative and innovation in areas of greatest importance to the organization
- Demonstrated willingness and ability to be coached for continued career growth and professional success
- Active ability to learn and apply new skills and capabilities with a positive “can do” attitude

** 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.