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## MIT Job Description

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

### **Position Overview:**

The Assistant Director of Evaluation is responsible for supporting evaluation 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.

### **Principal Duties and Responsibilities:**

1. Collaborate in the development of, and strategy for all evaluation activities, including application content, reading, interviewing, decision making and admissions committee management. (20%)
  - 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.
  - 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.
2. Manage weekly Reporting of assessment outcomes during evaluation season. (20%)
  - Manage data collection
  - Organize and prepare content for decision meetings
  - Design and develop decision letters and corresponding communications (ex: congratulatory phone calls/emails)
3. 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. (20%)
4. Serve as waitlist manager and proactively manage enrollment targets. (10%)

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5. Member of fellowship committee and advocate for candidates who meet fellowship criteria. (10%)
  6. Collaborates with the Admissions Operations team to oversee the technology system used to support the evaluation process – SLATE. (10%)
  7. Identifies, develops, and initiates 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. (10%)

#### **Other Admissions Initiatives:**

- Participate in and deliver presentations to prospective candidates at recruiting events. Currently all events are virtual but as restrictions ease, this may include travel to events domestic and international, 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 bi-weekly admissions status meeting and report out on behalf of Evaluation Team
- When Covid – 19 restrictions ease, may travel up to 20% of the time; including evening meetings and occasional weekend travel.
- Ability to work effectively from a home office, this position will likely work remotely through the end of 2021.
- Other duties as needed or required.

#### **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 1 year of MIT Admissions experience
- Valid driver's license

##### **Preferred**

- Master's degree preferred
- Minimum of 5 years of work experience in academic administration with at least 4 years of Evaluation/Assessment experience. Knowledge of MIT and MIT Sloan preferred
- Knowledge of Admissions Operations and Evaluation and technology used to support these initiatives, preferable SLATE.
- Experience with predictive modeling, desire for advanced proficiency in Excel and PowerPoint and knowledge of Tableau.
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, motivating project teams, and managing budgets
- Continuous improvement mindset with initiative to seek out ways to perform duties with

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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

**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