



MIT Position Description

Job Title: Program/Project Administrator	Position Title: Assistant Director, MIT Leadership Center
Reports to: Senior Associate Director, MIT Leadership Center	% Effort or Weekly Hours: 100%
Date: July 23, 2021	

Position Overview:

The Assistant Director oversees and implements operational and curricular advancements in support of the MIT Leadership Center’s mission and provides technical advice and content knowledge about evaluation, assessment & measurement for Center activities and programs. This person administers specific programs for the Center and will collaborate with the various set of stakeholders to develop and integrate effective evaluation and measurement strategies. The role requires collaboration with staff and faculty affiliates of the MIT Leadership Center, students, partner Sloan and MIT offices, external peers and other stakeholders.

The person in this position will:

- Build strong collaborative relationships with faculty and staff colleagues and students across MIT Sloan.
- Collaborate with Leadership Center teaching and coaching teams to curate, evaluate, recommend and share best practices.
- Gain consensus among teaching faculty, MIT Leadership Center staff, and coaches, to develop performance measures that assess and improve the key goals of student learning.
- Represent the MIT Leadership Center to a wide variety of audiences, including prospective/admitted students, alumni, peer school colleagues, and other internal and external stakeholders.
- Demonstrate the intellectual curiosity and execution skills to identify and implement solutions, both independently and collaboratively.
- Communicate concepts and ideas persuasively through documentation and presentations.

Principal Duties and Responsibilities (Essential Functions):

- 1. Evaluation, Assessment and Measurement (40%)** Responsible for the overall assessment/measurement strategy for Center related activities, programs, and initiatives. Provides technical advice and content knowledge about evaluation, assessment & measurement for Center activities and programs. Designs and develops methods and tools to measure and evaluate both quality of experience as well as demonstrated learning.
 - Takes the key learning outcomes that the Center has identified and systematically gathers both qualitative and quantitative data and analyze and interpret evidence to determine how well performance matches our expectations and standards.
 - Conducts gap analyses, designs, runs and evaluates pilot projects, and makes recommendations to ensure that Leadership Center programs maintain continuous improvement in programming and services.
 - Coordinates with partner offices and/or faculty to evaluate courses and programs for both student engagement and satisfaction as well as quality and performance.
 - Data presentation: Provides process updates and evaluation/assessment information in service of ongoing curriculum and program development, Dean’s Office/Advisory Board updates, and fundraising initiatives. Creates and communicates results of annual evaluation process to internal Center-team and relevant parties.
 - Serves as point of contact for all relevant degree program teams when partnering to measure impact of programs and services the Center delivers to each student population.
 - Engages with external peers to benchmark trends and share best practices on learning assessment.
- 2. Operations: Program and Curriculum (40%)**
 - Offers key input into development of strategic goals for Center programs and initiatives.
 - Provides strategic oversight and responsible for ongoing operationalization of component parts of the Leadership Credential for MBA students including marketing/recruiting, admissions, tracking of completion, etc.



- Coordinates with partner offices in stewardship of MIT Leadership Center programs (e.g. Sloan Intensive Period, IAP, Core Fellows Program, etc). Establishes timelines/action steps and coordinates others to meet collective objectives and deadlines and ensure achievement of deliverables. Represents the Center to internal stakeholders.
- Oversees and leverages best practices for new and existing technology platforms used for services such student applications to programs/courses, pre- and post-course surveys for students, etc.
- Troubleshoots event/program delivery or service experience issues as they arise, including serving as point of contact for students, peers, or vendors who need additional assistance.

3. Supporting the Student Experience (20%)

- Participates in events engaging current students, admits, prospective students, and alumni to share the Leadership Center narrative.
- Collect and capture “success stories” (interviews and testimonials) from students in our courses and programs. In connection with the MIT Leadership Center’s communications strategy (in partnership with the Sr. Associate Director).
- Continual benchmarking of Leadership Development Education Landscape: Engages with external peers to understand trends and share best practices on learning assessment.

Supervision Received: Reports to Senior Associate Director, MIT Leadership Center

Supervision Exercised: May supervise support/temporary staff occasionally or as needed. Will oversee graduate assistants and research assistants as appropriate.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree
- Minimum 3 years of administrative operations and/or project/program management
- Independent, self-directed driver requiring minimal supervision
- Excellent analytical, critical thinking, problem-solving and persuasive communication skills

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Education, Educational Technology, or a STEM field preferred
- Experience of leading/ working collaboratively with diverse constituencies having wide range of priorities and engagement;
- Ability to prioritize multiple tasks and work effectively and independently in a dynamic, fast-paced and challenging work environment with shifting priorities
- Experience in or understanding of student experience in a project-based learning environment.
- Experience with surveys and assessment of learning outcomes
- Knowledge/Expertise in Qualtrics, Tableau, would be ideal.

Key Sloan Core Competencies:

1. **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
2. **Communication & Influence:** Explains and clarifies complex information (e.g., established practices, policies, facts, etc.). Influences others to reach agreement, typically within own group or function
3. **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes.
4. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
5. **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals

*** 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.*
