
MIT Job Description

Job Title: Assistant Director	Position Title: Assistant Director of Admissions, Recruiting
Reports to: Associate Director of Admissions	% Effort or Wkly Hrs: 100%, 40 hrs/wk
Department: Sloan Admissions	
Date: July 2021	

Position Overview:

The Assistant Director of Recruiting is responsible for developing recruiting strategies and implementing initiatives to attract prospective, qualified applicants for MIT Sloan MBA Programs: the Full-time, 2-year MBA and Sloan Fellows MBA, a full-time, 1-year MBA for Executives). In addition, the Assistant Director will develop conversion strategies to support enrollment in each of these programs. This person will be a liaison to student groups, alumni, and the Program Office who support our recruiting initiatives. The Assistant Director will also be an active member of the admissions committee and participate in the selection process.

The Assistant Director will also work closely with the Sr. Associate Directors of Marketing and Recruiting, and an already established MIT Sloan Fellows MBA Lead Generation Team, to aggressively grow this pipeline of executive level students and continue to increase the application pool. Through an invitation only pre-screen call process, the Lead Generation Team is identifying qualified candidates to nurture through the MIT Sloan Fellows MBA application and conversion processes.

Principal Duties and Responsibilities:

Event Administration/Outreach 50%

- Collaborate in the development of the strategy for recruiting activities, on-campus, off-campus and virtual, including events targeted at prospects, applicants and admitted students.
- Participate in and deliver presentations to prospective candidates at on-campus and off-campus recruiting events, domestically and internationally at 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.
- Manage SFMBA Lead Generation Team (3 contractors) to increase qualified prospect pipeline through unique admissions activities and nurturing leads through the application and conversion process.
- Work closely with the SFMBA Program team, attending weekly staff meetings and support program activities throughout the year
- Liaise with the Manager of the Campus Visit Program, the on-campus visitor program (co-led by student volunteers) for prospects across each degree program.
- Project manager for conversion events like Admit visit days and AdMIT Receptions.

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- Collaborates with Sloan student services teams (ex: Career Development Office, Student Life, Alumni Relations and Sloan Educational Services) to identify opportunities for synergies with the Admissions Recruiting process.

Candidate assessment and Application Review 30%

- Member of the Admissions Committee and participates in Admissions Committee meetings and the overall review and evaluation of applications.
- Evaluate applications using MIT Sloan MBA admissions methodology. Conduct admission interviews using MIT Sloan Interviewing methodology. Participate in admissions calibration meetings to evaluate applicants.
- Review applications and conduct interviews, Zoom and in-person, across programs throughout the Admissions Cycle.
- Oversee current student matching for high priority applicants and admitted students, across degree programs.

Administrative/CRM system support 10%

- Use data/predictive analytics to help guide the strategy for recruitment and conversion activities.
- Collaborates with the Admissions Operations team to oversee the technology system (SLATE) used to support event management.
- 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.
- Represents MIT Sloan Admissions within the MIT Sloan Community.
- Connect MIT Sloan Admissions with the wider MIT community and develops strategic relationships with other MIT Master's programs as well as the undergraduate and PhD programs.

Other Admissions Initiatives: 10%

- Proposes, develops and implements efficiencies and improvements related to the recruitment, admissions and matriculation processes (from in-person information sessions to remote interactions with applicants and potential applicants, to intake issues with visas, housing, ID numbers, and financial aid, etc.)
- Attend bi-weekly admissions status meeting and report out on behalf of Recruiting Team
- May travel up to 20% of the time; including evening meetings and occasional weekend travel.
- Other duties as needed or required.

Supervision Received:

Supervision is provided by the Associate Director of Admissions. Position requires ability to make sound judgements, communicate effectively, and work independently with minimal supervision.

Supervision Exercised:

Position will oversee approximately 3 contract employee who support the Lead Generation program.

Qualifications & Skills:

- Bachelor's degree. Master's degree preferred
- Minimum of 4 years of work experience in academic administration. 5 or more years preferred. Knowledge of MIT and MIT Sloan preferred.
- Strong project management skills including, setting priorities, meeting deadlines, motivating project teams, and managing budgets; ability to manage a portfolio of multiple projects from various partners simultaneously
- Experience with predictive modeling, desire for advanced proficiency in Excel and PowerPoint
- Continuous improvement mindset with initiative to seek out ways to perform duties with greater efficiency and accuracy and to cultivate such an environment so that others on the team share this mindset
- Outstanding oral and written presentation skills
- Ability to work autonomously in a fast-paced team environment in a flat organization and to function equally well as an initiator, facilitator and implementer
- 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
- Experience with working Senior Leaders
- 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
- Deals with confidential information and/or issues using discretion and judgment