
MIT Job Description

Job Title: Assistant Director	Position Title: Assistant Director, Recruiting
Reports to: Associate Director, Admissions Recruiting	% Effort or Wkly Hrs: 100%, 40 hrs/wk

Position Overview:

The Assistant Director of Recruiting for Specialized Masters Programs is responsible for developing recruiting strategies and implementing initiatives to attract prospective, qualified applicants for the MIT Sloan Specialized Master's Programs:

- The Master of Finance (MFin) Program
- The Master of Business Analytics (MBAn) Program

The Master of Finance Program is a global, rigorous, adaptive program, delivered in a 12 or 18 month format, seating a total class of 115–120 each year. The Master of Business Analytics Program, in its third year, is a 12-month program focused on teaching modern techniques in data science and advanced analytics. The MBAn program is planning to grow from 30 in the current class to 60 or more students by 2020. Both programs are geared toward college seniors and early stage professionals.

The Assistant Director will develop conversion strategies to support enrollment in both of these programs. This person will be a liaison to student groups and alumni who support our recruiting initiatives. The Assistant Director will be an active member of both admissions' committees, reading applications and interviewing candidates, as well as, participating in the selection process for seating each class.

Principal Duties and Responsibilities:

1. Collaborate in the development of, and strategy for, all recruiting activities, including events targeted at prospects, applicants and admitted students
2. Liaise with the Manager of the Ambassador Program, the on-campus visitor program (co-led by student volunteers) for prospects for each program
3. Work closely with MFin and MBAn Program teams, attending weekly staff meetings and support program activities throughout the year
4. Project manager for conversion events like Admit celebrations and Admit visit days.

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5. Actively participate in Evaluation Process by reading applications, interviewing candidates, preparing materials for admissions committee meetings, and participating in the selection process.
 6. Use data/predictive analytics to help guide the strategy for recruitment and conversion activities.
 7. Collaborates with the Admissions Operations team to oversee the technology system (SLATE) used to support event management.
 8. 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.
 9. Represents MIT Sloan Admissions within the MIT Sloan Community.
 10. Connect MIT Sloan Admissions with the wider MIT Institute and develop strategic relationships with other MIT masters programs as well as the undergraduate and PhD programs

Other Admissions Initiatives:

- 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.
- 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 Recruiting Team
- May travel up to 20% of the time, over the course of a year; including international travel, evening meetings and occasional weekend travel.
- Other duties as needed or required.

Supervision Received:

Supervision is provided by the Associate Director Recruiting with input from Admissions Contacts for both the MFin and MBAn Programs. Position requires ability to make sound judgements, communicate effectively, and work independently with minimal supervision.

Qualifications & Skills:

- Bachelor's degree. Master's degree preferred.
- Minimum of 5 years of work experience preferably in the Financial Services, Technology, or Consulting Industry. Knowledge of MIT and MIT Sloan preferred
- Strong project management skills including, setting priorities, meeting deadlines, motivating project teams, and managing budgets

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- Outstanding presentation skills
 - Experience with predictive modeling, desire for advanced proficiency in Excel, Tableau, and PowerPoint
 - Experience with the Adobe Creative Cloud suite
 - 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
 - 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
 - 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