

<b>Job Title: Associate Director</b>	<b>Position Title: Associate Director, Admissions Recruiting</b>
<b>Reports to: Senior Associate Director of Admissions Recruiting and Evaluation</b>	<b>% Effort or Wkly Hrs: 100%</b>

### **Position Overview:**

The ASSOCIATE DIRECTOR OF ADMISSIONS RECRUITING is responsible for planning and executing global recruiting and conversion activities for all of the full-time MIT Sloan Masters' programs. This includes working with the following programs: Master of Business Administration (MBA), Sloan Fellows (SF), Master of Finance (MFin), Master of Business Analytics (MBAn), and Master of Science in Management Studies (MSMS), to develop a master events calendar; creating events that focus on diversity and inclusion; manage relationships with external constituents (e.g. current students, alumni, the Program Offices, the Office of External Relations (OER), and other professional organizations. The ASSOCIATE DIRECTOR OF ADMISSIONS RECRUITING is a member of the Admissions Leadership Team and the Admissions Committee (adcom).

### **Principle Duties and Responsibilities**

#### **Recruiting**

- 1) Oversee development of annual global recruiting calendar which includes:
  - a) Developing a master recruiting strategy, and calendar, for all programs MBA, SF, MFin, MBAn, and MSMS
  - b) Identifying locations, determine dates, and work with Operations team to secure venues for global Sloan on the Road informational events based on historical data and in alignment with school strategy
  - c) Scheduling online chats, on campus information sessions
  - d) Incorporating partner organization events (ie: MBA tour, Forte, MLT, ROMBA, etc.) into calendar
- 2) Manage logistics for Sloan on the Road (SOTR) events
  - a) Oversee selection of alumni panels for SOTR events
  - b) Assign staffing to each event
  - c) Coordinate with marketing team to determine materials to be distributed at each event
- 3) Present at global recruiting events
  - a) Present the mission / message of MIT Sloan
  - b) Facilitate student and alumni panels
- 4) Oversee development of annual global recruiting calendar which includes:
  - a) Developing a master recruiting strategy, and calendar, for all programs MBA, SF, MFin, MBAn, and MSMS
  - b) Identifying locations, determine dates, and work with Operations team to secure venues for global Sloan on the Road informational events based on historical data and in alignment with school strategy

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- 5) Oversee development of annual global recruiting calendar which includes:
    - a) Developing a master recruiting strategy, and calendar, for all programs MBA, SF, MFin, MBAn, and MSMS
    - b) Identifying locations, determine dates, and work with Operations team to secure venues for global Sloan on the Road informational events based on historical data and in alignment with school strategy
    - c) Scheduling online chats, on campus information sessions
    - d) Incorporating partner organization events (ie: MBA tour, Forte, MLT, ROMBA, etc.) into calendar
  - 6) Manage logistics for Sloan on the Road (SOTR) events
    - a) Oversee selection of alumni panels for SOTR events
    - b) Assign staffing to each event
    - c) Coordinate with marketing team to determine materials to be distributed at each event
  - 7) Present at global recruiting events
    - a) Present the mission / message of MIT Sloan
    - b) Facilitate student and alumni panels
  - 8) Manage planning of on campus recruiting activities
    - a) Schedule monthly on campus information sessions
    - b) Oversee selection of student panels for information sessions
  - 9) Oversee Ambassadors program (prospective applicant daily visit program)
  - 10) Schedule and facilitate information sessions at various industry partners (consulting firms, financial institutions, etc.)
  - 11) Manage conversion activities
    - a) Coordinate student calling of admits (affinity groups and general outreach)
    - b) Coordinate with OER to schedule executive board and alumni board calls
    - c) Work with Sloan 5 groups within the US to schedule admit happy hours
    - d) Leverage travel of team to plan admit dinners around the globe
    - e) Collaborate with MBA Program Office to plan/execute 2 MBA AdMIT weekends per year

#### **Diversity Champion**

- 1) Further develop MIT Sloan relationship with MLT and identify opportunities to continue to raise awareness of MIT Sloan
- 2) Plan bi-annual MLT conference in collaboration with Harvard Business School (HBS)
- 3) Plan annual women' week events
- 4) Plan affinity group ambassador days (Women, LGBT, Veterans, URM)
- 5) Work closely with MIT Sloan club leadership to create and host events that will attract and convert high quality diversity candidates
- 6) Plan and execute conversion events focused on diversity admits

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### **Relationship Management**

- 1) Build meaningful relationships with peers and effectively collaborate across admissions teams (Marketing, Evaluation and Operations)
- 2) Develop working relationship with all Program Offices, Office of External Relations (OER), Student Life, Career Development Office, student clubs and senate, and the alumni community
- 3) Represent MIT Sloan with external professional contacts (e.g. ROMBA, MBA Tour, MLT)

### **Personnel Development**

- 1) Manage a team of 4 including 2 assistant directors, a coordinator, and temporary employee. This includes recruiting and hiring when necessary, supervising, coaching, and fostering personnel development

### **Leadership Team Member**

- 1) Contribute to ensuring collaboration within Admissions team and between Admissions and the greater MIT Sloan community
- 2) Assist in setting goals of admissions team and communicating them to all team members
- 3) Attend bi-weekly Leadership team meetings
- 4) Provide bi-weekly status report for distribution to extended admissions team
- 5) Provide input to weekly Admissions Team Dashboard

### **Admissions Committee Member**

- 1) Evaluate applications using MIT Sloan admissions methodology and software (SLATE).
- 2) Conduct admission interviews using MIT Sloan Interviewing methodology.
- 3) Participate in admissions calibration meetings to evaluate applicants.

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

- 1) Attend bi-weekly admissions status meeting and report out on behalf of Recruiting team
- 2) 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.
- 3) Other duties as needed or required.

### **Supervision Received:**

Reports to the Senior Associate Director of Admissions Recruiting and Evaluation. This position requires the ability to contribute independently with minimal supervision as well as the ability to work closely with multiple stakeholders across the school.

### **Supervision Exercised:**

Supervises a team of 4 including 2 assistant directors, a coordinator, and a temporary employee

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### Qualifications & Skills:

- Bachelor's degree. Master's degree preferred.
- Minimum 7 years of work experience. Admissions or hospitality industry experience preferred.
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, motivating project teams, and managing budgets.
- Outstanding presentation skills.
- 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** – focusses 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.
- Must have **experience**, a **strong desire for**, and **be comfortable with domestic and international travel**. May **travel up to 50%** of the time.
- Microsoft Office (Word, Excel and PowerPoint) proficiency.
- Deals with confidential information and/or issues using discretion and judgment.