
MIT Job Description

Job Title: Mgmt 2 Program & Project Admin	Position Title: Associate Director, Curricular and Student Support
Department: MIT Sloan MBA Program	% Effort or Wkly Hrs: 100%

Position Overview:

The Associate Director, Curricular and Student Support is a member of 9 person team within the MBA Program Office. The position has two main areas of responsibility: (1) Working with the Faculty Director and the Assistant Dean of the MBA Program to set annual strategic goals for the MBA academic program. This will include planning across a diverse set of faculty and staff for the Fall Academic Core, leading implementation efforts, and evaluating changes to the program to ensure it reflects the needs of current and future students as well as hiring companies. (2) Leadership of all aspects of student support including new advisor hiring, training and supervision, and development of interventions for students who need additional support due to learning disabilities, medical or personal issues or committee on discipline infractions. The Associate Director manages the creation and updating of all policies and regulations related to the MBA Program.

The MBA Program has approximately 900 students enrolled across a two year residential model. The Associate Director manages the framework for formal and informal student support and programming and leads a team of four MBA advisors and two 0.5 FTE dedicated to the Enterprise Management and Finance MBA tracks. The Associate Director oversees dual degree programs with the Harvard Kennedy School and across departments at MIT.

Principal Duties and Responsibilities (Essential Functions):**

(10%) The Associate Director will collaborate in setting annual strategic priorities for the MBA Program in the areas of curriculum and student academic support. They will plan and lead implementation efforts, communicate priorities to all stakeholders, and collaborate across faculty and staff across MIT Sloan to successfully implement and measure impact.

(30%) Curriculum: Coordinate the planning and execution of the MBA Core, analyzing regular feedback from faculty, students, and other stakeholders to keep the degree relevant, focused and executed at a best in class level. Problem-solve at a high level with faculty, Sloan Educational Services, and Sloan Technology Services as needed to address issues that arise during each term. Communicate clear information about expectations, changes or new elements of the core to all stakeholders. Develop and update academic policies regularly. Monitor student academic progress throughout the program.

(50%) Student support: Manage a model of student support that allows students to thrive in their studies. Hire, develop and supervise a cadre of student advisors to support the success of students academically and personally. Oversee the leave of absence process for students on leave. Develop

and supervise intervention and support programs. Support dual degree programs with HKS, IDM, and DUSP.

The Associate Director will advise three cohorts of students, communicating with them regularly and meeting with them in small groups and individually. They will attend classes and join student activities on an ad hoc basis to stay knowledgeable about the student experience.

(10%): Plan in-person and on-line programs for students across a range of topics including on-boarding/orientation, advising, course bidding, dual degrees and other topics as needed. Train advising team members to facilitate and present these programs.

Supervision Received:

Minimal. This position will report directly to the Assistant Dean of MBA & MSMS Program.

Supervision Exercised:

This position will directly supervise and be responsible for the development of one Assistant Director and two coordinators. All new FTE hires into the Curricular and Student Support team will report to the Associate Director.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- *Bachelor's degree*
- *Minimum 4 years of administration, operations and/or project/program management experience*

PREFERRED EDUCATION AND EXPERIENCE:

- *6+ years related experience in program management and student advising*
- *Advanced degree in Management, Education, Counseling or a related field*
- *Ability to create and deliver presentations of complex material to stakeholder groups at all levels. Project management experience in a fast paced environment.*
- *Ability to partner effectively with faculty and deans to deliver the educational outcomes expected from a top global management program.*
- *Experience supervising professional and hourly staff and managing cross-department committees.*
- *Demonstrated ability to work in a fast paced environment, to accurately measure progress and impact, and to keep focus on long term goals while meeting the immediate needs of the students and faculty.*
- *Demonstrated ability to lead in a highly diverse environment.*
- *Understanding of MIT and Sloan policies.*

Competencies:

MIT Sloan Competencies that are particularly relevant to this role:

Engage with students, staff and faculty

Acts with caring and a sense of community while demonstrating genuine respect towards every person

Builds diversity and inclusion by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive

Lead faculty and advising staff

Focuses on impact and outcomes while working to make a difference and achieve organizational goals

Influences others by gaining commitment, buy-in, and support

Initiates and sustains change that creates value

Manage staff and students

Manages people and teams by providing direction, support, and encouragement to accomplish organizational goals

Coaches and develops others by supporting learning and development to help maximize their potential

** 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.