

MIT Sloan School of Management

Job Title: Associate Director	Position Title: Associate Director of Student Life
Reports to: Catherine Gamon	% Effort or Wkly Hrs:100%

Position Overview

Working with the Student Life team and in close collaboration with Program and Student Services Offices, the Associate Director is responsible for creating and delivering services that foster a collaborative and caring student culture of positive impact. The person in this role oversees the Sloan student Senate and clubs and their governance and activities (including conferences and competitions). This person also serves as part of a team that designs and delivers major departmental events and provides personal support to graduate students.

Principal Duties and Responsibilities

Student Organizations: Develop a strategic vision for management of graduate student Senate and approximately 80 student clubs, engaging students from across all degree programs at the Sloan School. Advise business and professional clubs (in partnership with the Career Development Office) as well as cultural, regional, religious, and personal affiliation clubs. Oversee Senate and club operations, including governance, finances, funding, elections, internal events, and communications. Oversee high visibility student group initiatives, including conferences and competitions.

Advising & Coaching: Advise student organizations on MIT and Sloan policies and processes and guide individual students and teams with strategic planning, leadership, project management, and financial processes management. Design and deliver a comprehensive suite of training programs and services for student leaders. Provide personal support to individuals and teams. Serve on a team of 360 Leadership Coaches for graduate students.

Communications & Assessment: Oversee tactical communication for the Student Life Office, including web and intranet presence. Manage assessment of Senate and clubs and collection of data measuring both student satisfaction and development (e.g., interpersonal communication, conflict management, networking, change leadership).

Major Event Management: Serve as part of a team of professionals who design and deliver major events to build an inclusive community among students across various degree programs and developmental stages.

Cross-Departmental Collaboration: Collaborate with Program and Admissions staff, Senate, and clubs to deliver extracurricular and community programming for anchor experiences including AdMIT days, Orientation, and Commencement. Collaborate with Program and Admissions staff as well as affinity clubs to recruit, enroll, and engage students from diverse populations.

Supervisory Duties: The Associate Director supervises an Assistant Director. This includes responsibility for hiring and performance development.

Job Competencies

- **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
- **Demonstrates self awareness and resiliency**
- **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment.
- **Works towards team success** with humility, as both a member and a leader of formal and informal teams.
- **Acts with caring and a sense of community** while demonstrating genuine respect towards every person.
- **Influences others** by gaining commitment, buy-in, and support.
- **Coaches and develops others** by supporting learning and development to help maximize their potential.
- **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

Qualifications/Technical Skills

- Successful candidates will have a graduate degree, at least five years of professional work experience, and a strong knowledge of and interest in graduate professional education
- Demonstrated ability to manage large, complex initiatives with multiple stakeholders from different parts and levels of the organization
- Highly motivated and dedicated individual with strong organizational and interpersonal skills
- Demonstrated commitment to supporting individual and team learning, growth, development
- Demonstrated ability to work effectively with people of diverse cultures and backgrounds
- Excellent written and oral communication and presentation skills
- Counseling and conflict management skills
- Experience using Excel and PowerPoint to analyze data and build compelling presentations
- Financial management skills; experience with SAP a plus
- Ability to staff evening and weekend events
- Availability to travel internationally

Supervision Received

The Associate Director reports to the Director of the Student Life Office and receives general supervision.

October, 2018