



## MIT Position Description

<b>Job Title: Program/Project Administrator</b>	<b>Position Title: Assistant Director, Community Events &amp; Engagement, MBA Program</b>
<b>Department: MBA Program Office</b>	<b>% Effort or Wkly Hrs: 100%</b>

### Position Overview:

Working as part of a dynamic, innovative, and supportive team, the Assistant Director will design, develop, implement, and evaluate co-curricular and extra-curricular programs that promote an inclusive community experience for students in the MBA Program. This team member will have exciting opportunities to foster engagement across a remarkably talented and diverse 900+ student body.

The Assistant Director will create and manage complex events for between 400-1,500 participants including a multi day MBA Orientation and MBA Graduation. In collaboration with the Senior Associate Director, the Assistant Director will also develop strategic goals and benchmarks for MBA community engagement and lead the delivery of events that promote a connected and supportive student culture. The Assistant Director will work with senior leadership to develop compelling event agendas and content, oversee logistics, develop creative communication campaigns to create awareness, build strong vendor relationships, and develop fiscally responsible event budgets.

In this capacity, the Assistant Director will be responsible to develop, lead and collaborate on program design and delivery with offices across MIT Sloan including the Office of Diversity, Equity, and Inclusion, the MIT Leadership Center, and the Office of Student Life. The Assistant Director will be the primary advisor for one MBA cohort per year (~140 total advisees). The Assistant Director will also assist the MBA Program Office in developing programming as assigned.

In-person on campus work, occasional evening, weekend work and some travel is required.

### Principal Duties and Responsibilities (Essential Functions\*\*):

#### **Events Management (40%)**

- Design, manage and execute all elements of MBA Orientation and MBA graduation events, develop program content and work with stakeholders across the Institute to ensure successful onboarding and offboarding experience
- Create, Implement and manage additional MBA signature events, initiatives, and gatherings, including scope, project plan and volunteer management
- Collaborate on department short and medium term strategic goals for community programming and student engagement
- Identify and effectively resolve issues that arise during event execution
- Develop objects and determine key metrics for event success and report results out to leadership
- Represent the MBA Program to internal and or external stakeholders



- Collaborate with student leaders to create and deliver events hosted by student organizations
- Other projects as they relate to community programming and student engagement

**Student Advising/Counseling (30%)**

- Provide one-on-one and small group advising to student advisees on academic and personal topics
- Coach and guide students on topics such as goal setting, self reflection, time management and academic exploration
- Must be comfortable supporting students in personal crisis, providing them with the appropriate internal referrals and access to interventions as needed
- Must be comfortable with and able to provide the support and challenge necessary to create an environment for personalized learning for a highly motivated and culturally diverse professional student body
- Knowledgeable and advise on MIT Sloan course offerings and the MBA curriculum
- Make regular pro-active outreach to students to check-in and provide insight
- Attend student classes, events and conferences both to be visible and available to the students as well as to keep in touch with student interests and concerns
- Serve as a Leadership Foundations coach for incoming MBA students

**Marketing and Other Projects (20%)**

- Collaborate with senior team members to develop high impact marketing plans and digital collateral to increase event participation
- Responsible for developing methods to measure and analyze the impact of community events, and lead after-action meetings reporting out results to ensure continuous improvement
- Manage programming budget and make fiscally sound decisions.
- Participate on committees as needed related to awards/recognition activities, graduation events, and other on-going student programming

**Diversity, Equity and Inclusion Initiatives (10%)**

- Executes on MIT, Sloan and MBA Program goals and dedication to advancing diversity and inclusion through seeking opportunities, writing and promoting stories and communications that highlight diverse and underrepresented students and experiences
- Actively works with Sloan's DEI Office to undertake relevant projects that promotes belonging and improves student experiences
- Works closely with Community Support and Operations team to track DEI data in community events and programming

Other Duties and Responsibilities as Assigned or Required

**Supervision Received:**



The Assistant Director will work independently and report to the Sr. Associate Director, MBA Program Office

**Supervision Exercised:**

- The Assistant Director will have no direct reports
- Leadership and management of MBA Orientation and graduation event team members and staff volunteers

**Qualifications & Skills:**

***MINIMUM REQUIRED EDUCATION AND EXPERIENCE:***

- Bachelor's degree
- Minimum of 3 years of administrative, operations, and/or project/program management
- Complex event planning and event management experience
- Demonstrated interest in events and student engagement.
- Possess excellent analytical, critical and strategic thinking, problem-solving and project management skills
- Individual must demonstrate interpersonal and communication skills with ability to develop trusted partnerships with staff
- Experience working with vendors, senior staff and administration a must
- Team player and ability to successfully balance and prioritize a highly dynamic and diverse workload
- Self-directed and ability to work independently with minimal supervision
- Proficiency with Microsoft 365, Word, Excel, and PowerPoint. Familiarity with database management, Slack and Trello
- Must be available to work in person

***PREFERRED EDUCATION AND EXPERIENCE:***

- Experience with complex event development and management
- Familiar with a university setting or professional school
- Willingness to learn about MIT and MBA Program

**MIT Sloan Competencies**

- Leads by focusing on impact and outcomes
- Collaborates and works towards team success
- Communicates openly and effectively
- Engage through fostering innovation and experimentation
- Contribute by managing ambiguity and navigating change
- Demonstrating desire and drive for learning

*\*\* 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.*