

MIT Job Description

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| Job Title: Mgmt 1, Admin & Ops | Position Title: Assistant Director, Curriculum Management Advising, Executive Degree Programs |
| Reports to: Associate Director, Curriculum Management Advising, Exec Degree Programs | % Effort or Wkly Hrs: 100% |
| Department: MIT Sloan School of Management, MIT Executive Degree Programs | Grade 7 |

Position Overview:

Assistant Director, Curriculum Management & Advising contributes insight and expertise on strategic and logistical issues related to the Executive MBA and Sloan Fellows MBA programs. Works with faculty directors and Assistant Dean to execute on aligned strategy, collaborating with program staff, faculty, students, and vendors in the delivery of these world class programs. Responsible for course management over the 12 month SFMBA Program and the 20 month EMBA Program, including first and second year courses, four one-week modules, and the action learning component of the EMBA curriculum which varies from three to four courses per year. In collaboration with the Associate Director, works with faculty to ensure all courses launch and run effectively. The Assistant Director serves as an active member of the EMBA Admissions Team, interviewing candidates and serving on the Admissions Committee. Acts as an advisor for EMBA and SFMBA students each year. Directly supervises the Program Coordinator of Curriculum Management.

On selected program delivery days/evenings (including up to 20 evenings, 20 Saturdays and 4 Sundays/year), provides customer service and logistical support to students and visitors, including acting as a point of contact for the programs.

Principal Duties and Responsibilities (Essential Functions):**

Curriculum Management 60%

- Works directly with MIT Sloan faculty and Assistant Dean to determine integration across courses for both programs (12 month and 20 month).
- Creates and communicates the schedule for all upcoming terms, including teaching days, recitations, special sessions, exam and deliverable dates for the EMBA program
- In collaboration with the Assistant Dean, onboards new faculty into the program, serves as a resource when questions arise, and ensures quality of content delivery.
- First point of contact for all faculty teaching in programs. Works with TAs on how best to teach our students and offers insights throughout the semester to increase success.
- Effectively negotiates and balances student expectations and faculty needs for courses.
- Understands the curriculum and articulates the purpose and sequences of courses, particularly with students, faculty, and teaching assistants.
- Evaluates course success by reviewing both quantitative and qualitative metrics and communicates feedback reports to faculty to optimize quality of teaching; drives and implements changes as needed.
- Oversees strategy of faculty compensation, executive coaching, and distance learning courses.
- Oversees weeklong executive modules, including facilitating meetings with faculty and ensuring integration of content. Makes recommendations for relevant speakers/topics and ensures their content aligns with course objectives.
- For January Executive Electives, works with the team to manage faculty and launch courses.
- Manages Orientation curriculum and delivery.
- Interacts with stakeholders – academic area leads, course assistants, Sloan Educational Services, Sloan Technology Services to ensure successful curriculum delivery.
- Implements and develops action learning course strategy, including lab project management.
- Manages the relationships and expectations of mentors and action learning host companies, including arranging two on-site visit days for project sponsors.
- Anticipates and addresses the needs of the faculty, mentors, and students during the 6 month Global Labs courses and one week international travel (incl. visa needs).
- Advises on travel reimbursement process for students with Senior Associate Director of Operations.

Program Delivery and Representation 20%

- On program delivery days (including up to 20 evenings, 20 Saturdays and 4 Sundays/year), delivers customer service, logistical support, and multiple presentations to students and visitors, including acting as a point of contact. Presentations will be in the form of announcements, forums, information sessions and webinars.
- In collaboration with the Assistant Dean and the MIT Leadership Center, serves on the Leadership thread committee for the EMBA and SFMBA programs.
- Actively engages with the DEI Office at Sloan and collaborates on threading content through the EMBA and SFMBA programs.
- Contributes to customer satisfaction by ensuring that policies, procedures, and standards are upheld. Makes recommendations for improvement in quality and efficiency of functions and services provided.

Advising 10%

- Serves as advisor and primary contact for EMBA and SFMBA students
- Guides students through challenges of working full time, taking a rigorous full time MBA program, and managing personal life. Listens to students' needs and determines next steps to address concerns and manage next steps.

EMBA Admissions 10%

- Actively involved in all stages of the admissions process, including interviewing applicants and making recommendations on candidate selection. Interviewing candidates involves deciding whether they think the candidate is a good fit for the MIT EMBA and recommending an accept, reject, or waitlist decision to the committee.

Other Duties as Assigned

Supervision Received:

Supervision is provided by Associate Director, Curriculum Management & Advising, Executive Degree Programs.

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Supervision Exercised:

Supervises Program Coordinator, Curriculum Management. May manage other projects as required.

Qualifications & Skills:

Required:

- Education: Bachelor's degree;
- Minimum 2 years of administration experience
- Experience in program/curriculum management, action learning/experiential learning, and/or student affairs expected.
- Must have demonstrated ability to work closely and supportively with students, lead and deliver complex and challenging programs, and establish effective working relationships, multitask, and work effectively in a pressured work environment.
- Must be a creative self-starter who is able to work effectively both individually and as part of cross-disciplinary teams that include staff from within the Executive Degree Programs as well as other departments, faculty, and students.
- Strong organizational skills and excellent communication skills (interpersonal, oral, written, and presentation) vital.
- Must have flexibility to work on evenings and weekends (approximately 20/year) students are on campus.
- Experience with executive education or mid-career students required.

Preferred:

- MBA or other related degree preferred.
- Five years' business experience, preferably in executive education or a business requiring comparable skills.
- Sloan or MIT experience
- Management or supervision experience
- Project management experience

Competencies: Contribute; Collaborate; Engage; Manage

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job 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.*