

MIT Job Description

Job Title: Mgmt 4, Campus & Space Planning	Position Title: Director, Sloan Facilities and Space Planning
Reports to: Sr. Assoc. Dean for Administration, Sloan	% Effort or Wkly Hrs: 100%

Position Overview:

Support the achievement of the MIT Sloan School of Management’s teaching and research goals through effective leadership of the planning, allocation, maintenance, and improvement of space on MIT Sloan’s campus. Manage capital projects, both new build and major renovations, through the MIT design and construction process, and ensure successful move-in. In conjunction with MIT facilities, oversee all maintenance and renewal projects, and monitor all active facilities requests. Develop and maintain effective space-related data and space utilization guidelines.

Principal Duties and Responsibilities (Essential Functions):**

1. Oversee space planning and space allocation for the school. Through creative and thoughtful space planning, in partnership with the Institute Planning Office and outside professionals, ensure that Sloan’s groups and departments have appropriate space that supports their successful functioning. Prepare for future needs through effective allocation of current and new or renovated space.

2. Serve as owner’s rep for Sloan on all major capital projects and renovations, including projects within Institute academic space, space leased from MITIMCo, or 3rd party leased spaces. Working directly with Institute project managers, third-party architects and other professionals, coordinate with internal constituents (including faculty as needed) to ensure that projects meet the needs at Sloan and further the school’s mission. Oversee project budgets and monitor construction schedule. Ensure successful moves/relocations with the least impact on ongoing teaching and research activities.

3. Serve as primary point of contact for Sloan on all external leasing arrangements, coordinating with Institute real estate agent and Provost’s Office to ensure efficient and favorable lease execution. Oversee the build out of space as appropriate for Sloan and the resident departments, and oversee the move-in process.

4. Direct the Sloan Facilities and Space Planning team in maintaining and improving the overall professional appearance of MIT Sloan space to successfully support the MIT Sloan School mission.

5. Establish and promote policies/guidelines that support the Sloan community’s best use of facilities, in consultation with the Building Committee.

6. Foster active management of all space-related data and provide timely data on space

usage and maintenance as a decision support tool for senior leadership.

7. Maintain active peer network to stay abreast of best practices. Attend professional conferences to grow/develop facilities and space planning knowledge.
8. Identify process improvements, present for approval, and upon approval, implement.
9. Provide leadership, management, and professional development for two administrative staff.

Supervision Received:

Position reports to the Senior Associate Dean for Administration at the MIT Sloan School.

Supervision Exercised:

The position supervises two administrative staff members. This responsibility includes both functional supervision and the administrative responsibilities of hiring and evaluation.

Qualifications & Skills:

Bachelor's degree in a related field required. Minimum 7 years in space planning and administration required. Experience in complex capital projects planning and construction required; management level experience in a university setting with a demonstrated record of exceptional management and leadership preferred. Master's level degree in Business Administration or Architecture preferred. Should demonstrate a record of successful administrative leadership. Understanding of special nature of business school education and familiarity with all levels of business school constituencies vital. Superb awareness and social and diplomatic skills to be effective in complex organizations. Supervisory experience strongly preferred.

Competencies Expected of this Role:

LEAD: Focuses on impact and outcomes while working to make a difference and achieve organizational goals; **Initiates and sustains change** that creates value; **Supports a culture of experimentation** by creating a safe environment for risk taking

MANAGE: Supports a culture of experimentation by creating a safe environment for risk taking; **Coaches and develops others** by supporting learning and development to help maximize their potential; **Works towards team success** with humility, as both a member and a leader of formal and informal teams

COLLABORATE: Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes; **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

ENGAGE: 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

** 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.