



MIT Position Description

<b>Job Title:</b> Mgmt 1, Admin & Operations	<b>Position Title:</b> Assistant Director, Administration, Centers & Initiatives
<b>Reports to:</b> John Runyon, Senior Assistant Dir	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> Faculty and Research Services	<b>Grade:</b> 7

**Position Overview:**

Under minimal supervision, the Assistant Director will manage and provide an array of high-level services for the MIT Sloan School’s Research Centers, Labs, and Initiatives (C&I). The Assistant Director develops, coordinates, and oversees critical administrative operations, research and academic functions, such as: staff management, administrative and financial management and financial oversight, faculty/stakeholder engagement and partnership, and operational management.

Successful outcomes will require the Assistant Director to build relationships proactively, collaborate willingly, and act as a primary liaison for all established and emerging C&Is.

The incumbent will be expected to be on-campus as necessary for meetings with stakeholders, and maintain an on-campus presence of two to three days a week on average.

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

**Staff Management [40%]**

Provides direct management to the staff of Sloan’s C&I’s where direct supervision does not already exist within the Center or Initiative. This oversight includes staff at the level of administrative assistants and coordinators. The scope of management includes, but is not limited to, (a) hiring, on-boarding, and off-boarding, (b) developing and implementing staff portfolios that advance the support needs of the faculty directors, executive directors, C&I related Other Academic Staff (OAS), and organizational needs of the C&Is, (c) formal and timely performance feedback through monthly Sloan Chats and the Annual Staff Review process; adapting these procedures to be in line with defined HR guidelines. Direct reports include both individual contributors, as well as staff managers. Responsible for adapting coaching and mentorship accordingly.

Develops, implements and oversees the training, mentoring, and coaching of the staff; adapting these procedures to be in line with defined HR guidelines. Convenes all C&I staff regularly and provides them with ongoing exposure to institutional partners, strategies, and information, as well as opportunities for peer learning and shared leadership.

Manages flexible staff work arrangements in line with MIT Sloan guidelines to increase work productivity and job satisfaction.

In collaboration with HR leadership, implement, and adapt as necessary, Sloan-wide Core Competencies for the staff.

**Faculty and Stakeholder Engagement and Partnership [25%]**

Serves as the point-person for facilitating research appointments such as Research Associates, Research Affiliates, Visiting Scholars, and staff positions like Research Scientists for the Centers and Initiatives.

Partners with the Faculty Director(s) of the C&Is, the Academic Group Heads and Area Heads, and the Area Directors on issues around C&I course offerings and the annual teaching plan, including scheduling, course updates, change requests, and catalog listings.

Serves as first point of contact for prospective C&I visiting professors and lecturers.

Keep relevant degree programs apprised of C&I course changes and proactively engage with programs heads around student experience needs.

Coordinate and lead data gathering, analysis and reporting on course enrollments, staffing, and evaluations to determine trends in C&I teaching.

**Financial Administrative Management and Financial Oversight [25%]**

Financial management includes, but is not limited to, (a) budget development/consultation as needed with Center Directors/Executive Directors for individual centers and initiatives, (b) budget allocation across stakeholders, (c) analyzing spending, implementing changes as necessary, (d) working with Sloan Financial Administration to appropriately structure C&I financial reporting and approval processes.

Partners with Sloan Financial Administration to ensure that all C&I staff and stakeholders comply with MIT and Sloan financial policies and procedures, and that deviations are communicated to appropriate stakeholders and resolved.

Partners with relevant C&I stakeholders to ensure the timely monthly Financial Review and Control of C&I budgets.

Partners with Sloan Financial Administration and relevant C&I stakeholders to ensure the timely completion of the Year End Close process for C&I related budgets.



Works with Sloan Financial Administration, ensure C&I related accounts are properly and timely funded, in good standing, and when appropriate, closed or transferred.

### **Operational Administrative Management [10%]**

Partners with Area Directors on the allocation of space for C&I staff and stakeholders in E62 and E94; including teaching and non-teaching visitors. Oversees security access for C&I staff and visitor residents of E62 and E94; approval of all E62 access requests via the MIT CCURE application.

Partners with Sloan Facilities on the allocation of space outside of E62 and E94 for Centers and Initiatives who are located outside of E62 and E94.

### **Other duties and responsibilities as assigned or required.**

**Supervision Received:** The Assistant Director will report to and receive minimal supervision from the Senior Assistant Director for Faculty Affairs and Research Services.

**Supervision Exercised:** Direct supervision: Administrative supervision of C&I administrative and support staff below assistant director level.

### **Qualifications & Skills:**

#### **Required:**

Bachelor's degree required.

2 years of administration management experience and leadership of teams.

Demonstrated success in working with senior administration and faculty/other academic stakeholders in influencing and generating consensus, trust, and buy-in to advance organizational goals.

Demonstrated team management and team leadership

Demonstrated experience in leading projects and program planning/development.

Excellent written, oral, and presentation skills; experience in day-to-day operations.

Proficiency in using technology and software to facilitate administrative processes.

#### **Preferred:**

5 years of experience working in/with faculty in an academic environment

The ideal candidate has in-depth MIT/Sloan experience, and understanding of faculty and academic issues.

### **Competencies:**

- **Contribute**
  - **Manages ambiguity and navigates change** while being comfortable and confident working in a fast paced and changing environment
  - **Is self-directed and proactive** while advancing work and achieving results
- **Collaborate**
  - **Works towards team success** with humility, as both a member and a leader of formal and informal teams
  - **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
  - **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
  - **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**
  - **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals
  - **Initiates and sustains** change that creates value

*\*\* 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.*