

## MIT Job Description

<b>Job Title: Mgmt 1, Admin &amp; Ops</b>	<b>Position Title: Assistant Director, Finance Group, EFA</b>
<b>Reports to: EFA Director and Finance Group Faculty Head</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Sloan, EFA Academic Area</b>	Grade 7

### **Position Overview:**

Under minimal supervision, the Assistant Director will manage and provide an array of high-level services for the Finance faculty group. In partnership with the Finance group head and other faculty colleagues, the Assistant Director develops, coordinates, and oversees critical academic, administrative, and research functions, such as: the annual teaching plan; the Finance PhD program; various marketing, communications, and stakeholder engagement activities; and strategic operational support for established and emerging centers, labs, and initiatives. The Assistant Director will also supervise and/or direct a small number of faculty assistants in supporting these functions.

The Assistant Director for the Finance Group leads and contributes to projects and ongoing processes for designing and executing complex and diverse programming for finance-related initiatives across MIT Sloan. Successful outcomes will require the Assistant Director to build relationships proactively, collaborate willingly, and act as a primary liaison for all Finance Group activities to a range of internal and external partners. Role is eligible for a hybrid schedule that aligns with department guidelines.

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

#### ***Teaching Services — 40%***

The Assistant Director partners with the Finance Group Faculty Head (GH) and Curriculum and Teaching Committee (CTC) Faculty Chair on complex issues around course offerings and the annual teaching plan. As the lead administrator for the plan, the Assistant Director will:

- Manage processes throughout the academic year and across administrative offices, particularly within Sloan Educational Services, to ensure accuracy of course scheduling, course updates and change requests, and catalog listings.
- Manage scheduling process for approximately 65 Finance course sections per year; represent the Finance Group at program committee meetings to ensure proper coordination and communication with respect to all aspects of the Finance curriculum.
- Request and verify faculty teaching preferences and serve as first point of contact for prospective visiting professors and lecturers; collaborate with Sloan Faculty Affairs and Sloan HR to finalize the teaching plan.
- Keep relevant degree programs apprised of course changes and proactively engage with programs heads (especially for the MBA and MFin programs) around student experience needs.
- Coordinate and lead data gathering, analysis and reporting on course enrollments, staffing, and evaluations to determine trends.
- The Assistant Director will monitor the operations of the Finance Certificate Program including but not limited to the curriculum and staffing of the Finance Certificate.

The Assistant Director will lead the development and implementation of operational efficiencies for the Finance Certificate, working closely with the Finance Certificate Coordinator and ensuring alignment with other Sloan Certificate Programs.

Following best practices, MIT policy, and Sloan guidelines, the Assistant Director will be independently responsible for drafting offer letters to instructors, and will help to address any issues by working closely with Sloan Faculty Affairs and Sloan HR. May also draft annual teaching reviews for lecturers and visiting professors, using student feedback.

The Assistant Director collaborates with the PhD Program Faculty Head and takes the lead in drafting or updating curriculum and policy documents for the PhD Program; will track requirements and report to faculty on student time-to-degree status; and collaborate with the Areas leadership to make PhD TA assignments for Finance courses.

The Assistant Director will serve as the Group's administrator for the undergraduate major and minor in Finance and work closely with the Undergraduate Program Office to ensure that the students' needs are being met.

#### ***Staff Management and Administrative Services —35%***

The Assistant Director supervises a small team of support staff responsible for the delivery of a dynamic portfolio of services to the Finance faculty and Academic Area community, which includes tenure-line professors and Other Academic Staff (OAS). Will take the lead in overseeing financial administration for designated Finance group accounts and budgets. Will contribute to department-wide efforts to build a strong support network based on sharing information and best practices among colleagues in FRS, the Areas, and partner offices.

The Assistant Director manages and provides guidance to supervised staff to foster their learning and development. S/he must be able to evaluate and communicate clearly the various workflows within the Academic Areas to maintain alignment and consistency in business practices. As a people manager, the Assistant Director will:

- Attract, hire, retain, and develop, as needed, a strong pool of staff who provide direct day to day support to selected Finance faculty. May also include the development of a personalized onboarding approach per new staff member.
- Ensure faculty support needs and staff placements are aligned.
- Partner with Human Resources and other groups as needed to provide staff with coaching resources that provide Mentorship and focuses on Career Development. Implement performance development measures that are in line with Human Resources guidelines; this includes, monthly Sloan Chats, year-end performance reviews and conversations, and yearly goal setting, etc.
- Provide on-going coaching to direct reports through timely, productive, and transparent feedback.
- Address unproductive behaviors effectively, discretely, and within a timely fashion.
- Initiate and manage the search process for new administrative staff, serves on the interview committee, develops personalized onboarding program, and coordinates implementation with Area trainers.
- Partner with Area managers to identify and share best practices and ensure open communication across academic groups.
- Manage short and long term projects that enhance the delivery of service to faculty.
- Serve as a member of the Sloan Extended Leadership Team (ELT).
- Coordinate the annual Finance junior faculty search process.
- Act as key contact for Interfolio inquiries from Area search coordinators; attend annual Interfolio Conference as needed.
- Act as Sloan liaison to Provost Office on EEO collection data for faculty searches; disseminate information to search coordinators.

Financial responsibilities will include: preparing annual business plan documents for 8 Finance Group accounts, closely tracking budgets and monitoring accounts, preparing and processing forms and requisitions. The Assistant Director will be responsible for maintaining records of all Finance Group donor accounts, tracking the funds spent, and fielding proposals for use of the funds. From time to time will update handbooks on Finance Group operations and policies when needed, in consultation with the FRS Director, the Deputy Dean, or other colleagues as appropriate.

#### **Stakeholder Relations and Communications — 15%**

The Assistant Director will develop and manage web, print, video, and social media communications and outreach for the Finance Group; and develop and maintain strategy for Finance Group and Finance Track branding and marketing in all internal and external communications.

The Assistant Director will plan, execute, and oversee all Finance Group events, conferences, and activities, and will travel domestically and internationally to manage onsite operations, including leading/co-leading high-level events such as the MIT Sloan Finance Forum series, donor and faculty recognition dinners, community-wide lectures and large conferences. The Assistant Director will manage the membership and activities of the Finance Group Advisory Board, including communications, maintaining membership data, managing the programming and logistics for the annual Advisory Board meeting for 40 attendees.

#### **Research Services — 10%**

Work closely with established and emerging centers, labs, and initiatives led by Finance faculty to coordinate research activities, administrative support, and sharing of best practices. Look for opportunities to increase synergies and efficiencies in operations and planning.

#### **Other role related responsibilities when required.**

**Supervision Received:** Supervision is provided by the Finance Group Faculty Head and the EFA Director; position requires ability to perform with minimal supervision.

**Supervision Exercised:** The Assistant Director will directly supervise a small number of designated support staff members and may task others to fulfill initiatives and administrative tasks related to the Finance Group.

#### **Qualifications & Skills:**

**REQUIRED:** Bachelor's degree; minimum two years of administration experience; ability to work with multiple stakeholders and systems; experience with financial administration and project management; and excellent interpersonal, oral and written communication, presentation, supervisory, analytical, and negotiating skills.

**PREFERRED:** Advanced degree, interest and experience in the finance sector, five years of experience in higher education administration.

#### **MIT Sloan Competencies:** Collaborate; Contribute; Engage; Manage

- Collaboration with others while respectfully advancing organizational goals and achieving desired outcomes.
- Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges that develop.
- Communicates openly and effectively by exchanging high-quality information, thoughts, and opinions in an open and timely manner within and outside the school.
- Focuses on Impact and Outcomes by working to make a difference and achieve organizational goals.
- Self-directed and Proactive in advancing work and achieving results.
- Ability to multitask and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.

\*\* 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.