

MIT Job Description

Job Title: Mgmt 1, Program & Project Admin	Position Title: Associate Director, GP
Reports to: Senior Director, Stuart Krusell	% Effort or Weekly Hours: 100%
Department: MIT Sloan Global Programs	Grade 8

Position Overview:

Directs international programs, partnerships, and outreach as part of the strategic mission of MIT Sloan Global Programs (GP). Responsible for planning, organizing, prioritizing, and implementing activities and processes to ensure successful and timely completion of work/projects.

Please visit <https://mitsloan.mit.edu/global-programs/global-programs-initiatives> to learn more about MIT Sloan's Global Program office current collaborations and academic impact.

This position will be required to be on campus when the programs, being managed, are visiting MIT Sloan. The position will be eligible for flexible work arrangements, on a continuing weekly basis.

Principal Duties and Responsibilities:

- **Graduate Student Engagement (40%)** Implements and oversees day-to-day strategic and operational activities for the MIT Sloan Visiting Fellows Program (VF) including marketing and recruitment, admissions, faculty advisors, orientation, and cohort building activities; work closely with Advisory Committee to deliver on established goals; foster collaboration and team building among VF students; represent program to internal stakeholders including faculty and staff to integrate VFs into the MIT Sloan community and assist them in meeting academic goals; represent program to external stakeholders to promote the program and meet program goals; work with management to determine objectives and success metrics.; manages the implementation of changes and operational efficiencies.
- **Relationship Management (30%)** Hold primary responsibility for GP collaborations that may include the Parthenope, Lisbon MBA, QUT, China, and Epoch programs, or others as determined, to fulfill commitments made in the respective MOUs including International Faculty Fellows, MBA Immersions, faculty exchange, and other activities as determined by the MIT Sloan School and GP; allocates financial, technical, and personnel resources to guarantee program goals and objectives are met; develop, implement and monitor program plans to prioritizes activities and processes to ensure successful and timely completion; work closely with the designated Faculty Director, MIT faculty and to establish and maintain a professional working relationship to advance GP and MIT Sloan goals and objectives; establish and maintain strong working relationships with departments across MIT, including the Student Life Office, Student Financial Services, MIT Health Plans Enrollment, and Sloan Technology Services; collaborate with other GP staff on strategies for improved integration and efficiencies.
- **Communications/Marketing (15%)** Work closely with GP Associate Director, Communications, to develop and implement marketing plans for Visiting Fellows and awareness and outreach campaigns for partner programs, effectively communicating program goals and activities. Compile data, analyze findings, report on program metrics and provide recommendations on next steps for improvement or identifying new collaboration opportunities.,
- **Financials (10%) Manages program/project budget.** Monitors, reconciles, and controls program expenses for fiscal management of \$3.5M+ annual budget for the collaborations including setting programs goals, cost estimates, faculty supplemental compensation, vendor contracting and payment, travel, and school contribution; establish and exceed fiscal goals of generating \$1M+ in gross tuition revenue, manage VF budget, including responsibility for expenses such as marketing, program activities, and faculty advisor compensation; works closely with finance teams on oversight and reporting.
- **Legal (5%)** Maintain compliance with visa application policies and procedures by working closely with internal multi stakeholders to successfully onboard international scholars and/or visiting faculty. Communicate effectively with MIT's legal team to comply with national and international contracts. Interpret, implement, and ensure compliance with MIT policies and/or external regulations/guidelines.

Other duties as required or assigned.

Supervision Received:

Reports to the Senior Director, MIT Sloan Global Programs. Requires the ability to contribute independently with minimal supervision as well as the ability to work closely with multiple stakeholders across GP and the school.

Supervision Exercised: Supervision of a Senior Administrative Assistant

Qualifications & Skills:

Required:

- Bachelor's degree required.
- Minimum of three years' administration or operations experience and/or project/program management experience.
- Demonstrated ability to work closely and supportively with faculty/students/staff while leading and delivering complex and challenging programs
- Proven experience of building relationships, multitasking, and working effectively in a pressured work environment.
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, motivating project teams, and managing budgets.
- Outstanding presentation skills.
- Deals with confidential information and/or issues using discretion and judgment.

Preferred:

- Master's degree preferred.
- Experience, and a strong desire for, and be comfortable with domestic and international travel.
- Higher education or business environment experience is preferred.
- Experience managing others and across teams
- Proven ability to support a culture of experimentation.
- Effective at coaching and developing and influencing others.

Competencies:

- Strong desire to **contribute** – manages ambiguity and navigates change; demonstrates desire and drive for learning; is self-directed and proactive.
- Willingness to **collaborate** – works toward team success; collaborates with others; communicates openly and effectively.
- Passion to **engage** within the community – act with caring and a sense of community; fosters innovation and experimentation; builds diversity and inclusion.
- Ability to **lead** – focusses on impact and outcomes; influences others, initiates and sustains change.

***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.*