

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	

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 (30%)** Holds primary responsibility for the MIT Sloan Visiting Fellows Program (VF) including marketing and recruitment, admissions, faculty advisors, orientation, and cohort building activities; foster collaboration and team building among VF students and collaborate with faculty and staff to integrate them into the MIT Sloan community and assist them in meeting academic goals.
- **Relationship Management (30%)** Hold primary responsibility for GP collaborations that may include the 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; 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,
- **Communications/Marketing (15%)** Work closely with GP Assistant 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.

- **Financials (10%)** 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.
- **Supervision/Management (10%)** Supervise an Assistant Director to ensure delivery on GP programs and mission; proactively maintain compliance with current MIT management policies and procedures, contribute to a GP culture of mentoring, collaboration, and innovation to advance department goals and objectives.
- **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.

Other duties as needed or required.

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:

Supervise an Assistant Director, MIT Sloan Global Programs

Qualifications & Skills:

Required:

- Bachelor's degree required. Master's degree preferred.
- Minimum of three years' professional 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:

- 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.*