



MIT Position Description

Job Title: MGMT 3, Program & Project Admin	Position Title: Director, MIT Sloan Latin America Office (MSLAO)
Reports to: Assistant Dean, Global Programs	% Effort or Wkly Hrs: 100%
Department: MIT Sloan Global Programs	Grade: 10

2 year term appointment

Hiring pay range: \$102,350 - \$138,700

Position Overview:

The Director will lead the MIT Sloan Latin America Office (MSLAO) Program located in MIT Sloan Global Programs Office. The Director will work closely with the Faculty Director, Assistant Dean and the MSLAO Advisory Council to foster innovation and experimentation by applying original thinking, expertise, and professional experience to develop new programs and approaches for the MSLAO and manage ambiguity. The goal of the MSLAO is to bring MIT knowledge to Latin America through extending its presence in the region by seeking out opportunities and facilitating new, dynamic relationships between MIT and MIT Sloan and business, political and thought leaders and has the responsibility of executing these opportunities throughout Latin America. The Director will also steward existing relationships and provide enhanced outreach to alumni. The Director will be responsible for managing employee(s) working for the MSLAO either in the United States and any other additional employees hired to support satellite offices throughout countries in Latin America. The Director will be expected to work from the United States but travel and work from the MSLAO office in Santiago, Chile on a regular cadence. The Director will travel between campus and MSLAO on several occasions for programming, networking and operational needs.

The Director is entrepreneurial, self-directed, and proactive. MSLAO will support the needs of visiting faculty, researchers, staff and students, taking advantage of their presence to enhance the Institute’s visibility and positive impact throughout the region.

Principal Duties and Responsibilities (Essential Functions):**

Collaborative Development of Regional Programming (30%):

- Lead the development and execution of a plan for MSLAO, involving the Faculty Director, Assistant Dean, and the MSLAO Advisory Council.
- Establish an annual agenda for research, speaking, teaching and networking opportunities for the Institute’s faculty for the region. Structure and launch the different initiatives of the plan and control its execution.
- Oversee and manage the Data Analytics Program with Universidad de Chile, and the Management, Innovation, and Business Analytics with Universidad del Pacifico in Lima, Peru.
- Envision, design, and coordinate MSLAO’s annual regional conferences. The coordination will involve bringing together business, government and thought leaders, with faculty research from the Institute. The goal will be to discuss topics of political, economic and social relevance to the region. Seek out sponsors to fund the conferences.



- Develop metrics and evaluate the effectiveness of programs and initiatives.

Convene Mutually Beneficial Collaborations among Faculty, MSLAO, and Regional Leaders (30%):

- Work with the Faculty Director and Assistant Dean GP, to seek and maintain new engagements with schools, governments, U.S. Embassies, and corporations with the goal of addressing global business and innovation challenges, enhancing the Institute’s visibility, and advancing its educational mission. Identification of new, emerging markets for potential collaboration.
- Develop and maintain strong relationships with MIT and MIT Sloan faculty, MIT OER/Alumni Relations, and work collaboratively with staff at all levels of the organization.
- The Director will be responsible for overseeing and managing the MSLAO Advisory Council members, which is made up of MIT alumni and donors to the MSLAO. Establish a close bond with the Advisory Council and work with members to leverage their network and create new programs and relationships for the Institute. Lead and coordinate quarterly council meetings, ensuring Council members are informed and consulted about MSLAO activities, with specific action items for follow up.

Development and implementation of a region wide strategy to expand the offerings of the MSLAO and ensure financial sustainability (10%):

- The Director will position the MSLAO, strategically, by identifying new partnerships, programs, and opportunities for MIT in the region. In addition to the MSLAO’s endowment, the Director will be responsible for supplementing the operating budget of the office through new revenue streams. The Director will devise new methods for funding MIT Faculty research, visits, and publications in Latin America. The Director will further integrate other departments, centers, labs and global initiatives within MIT (Institute) to enhance MIT’s brand, talent exposure, admissions and recruitment pools, within LATAM.

Office of External Relations (OER) collaboration (10%):

- Support OER with regional fundraising efforts in the region, both to complete the endowment and to fund specific initiatives.
- Engagement and identification of alumni (cohort/board) and “friends of MIT Sloan”, from the region, who can assist with the circulation of the school’s needs in this area and guide interested companies into the process. Develop hosted, sustainable, supported programs providing alumni with concrete methods for supporting and enhancing MIT’s presence in the region, as well as, providing OER with potential donors to the MSLAO endowment fund.

Budget and Fiscal Disciplines (10%):

- The Director of MSLAO will be responsible for working closely with Global Programs’ Director of Finance and Operations on the established budget that will be dependent on the returns of the endowment, and adherence to it. The Director will be expected to continually evaluate the budget and make recommendations when substantial opportunities and fiscal variables arise ensuring that the budget and the plan economics are aligned, identifying new sources of financing.



- The Director will be expected to find other funding sources or seek out cost sharing opportunities with collaborators to increase the operating budget of the MSLAO. Also responsible for financial oversight of the Latin America Office. This includes monitoring of financial activities and allocation of resources, ensuring that accounts are managed in accordance with established procedures and kept in compliance; processing purchase orders, invoice and managing accounts payable; and providing relevant, timely, and accurate financial reports as required. Responsible for the oversight/monitoring of the MIT Chile Foundation.

Admissions Assistance and Promotion (10%):

- Expand regional awareness of our flagship programs; the MBA, Sloan Fellows, non-degree Executive Education programs, as well as our Master of Finance (MFIN), Executive Master of Business Administration (EMBA), and the Master of Business Analytics (MBAn). Assist and support existing admissions activities in the region and leverage those activities to increase alumni engagement in the recruiting and promotion process. Collaboration with the Admissions Office with the *Sloan on the Road* series to reach additional potential candidates. Steward existing relationships and initiate leads with corporations, in the region, to our customized Executive Education offerings.

Other duties as assigned and required

Qualifications & Skills:

Required:

- Bachelor's degree
- Minimum of 5+ years administration or operations and/or project/program management experience
- Cross-cultural experience from living or working in Latin America
- Fluency in Spanish a plus, knowledge of Portuguese is advantageous
- Strong stakeholder management skills resulting in collaborative relationships with MIT and MIT Sloan faculty
- Manage a diverse set of external relationships including global high-level engagements, corporate executives, and alumni in a professional and trustworthy manner
- Demonstrate initiative and innovation which aligns to the strategic priorities of the organization
- Proven thought leadership with the ability to articulate and negotiate complex proposals
- Excellent communication skills
- Proven examples of leadership, coaching and development of staff, and impact in previous work

Preferred:

- Familiarity with MIT and MIT Sloan education, departments, initiatives and programs highly desirable
- Prior experience in academic administration of degree and/or executive programs in higher education
- MBA or PhD degree or equivalent experience
- Balance a collaborative and independent spirit in judgment and decision making



- Experience managing in ambiguity

Supervision Received:

- Assistant Dean of Global Programs and Faculty Director

Supervision Exercised:

- The Director manages coordinator/representative appointments within Latin America under the MSLAO responsibilities.
- The Director works closely with the Director of Financial Administration and Operations for Global Programs and the Associate Director of all LATAM academic, the OER donor relations staff assigned to the region, and collaborations for Global Programs.

Competencies: Collaborate; Contribute; Engage; Execution, Manage; Lead

*** 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.*