



## MIT Position Description

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| <b>Job Title:</b> Instructional Designer 3          | <b>Position Title:</b> Advisor, MIT Leadership Center |
| <b>Reports to:</b> Director, MIT Leadership Center  | <b>% Effort or Wkly Hrs:</b> 25%                      |
| <b>Department:</b> MIT Leadership Center, MIT Sloan | Grade 10  |

### **Position Overview:**

The Advisor focuses on curriculum design, development, and integration of the MIT Sloan School of Management’s Leadership Center’s signature MBA courses (15.336 ID Lab, 15.337 Teams Lab, Leading on Purpose) and associated coaching; and provides advice and recommendations for connecting programmatic elements across the two executive degree programs. The Advisor leverages deep knowledge of the operations of the Leadership Center and provides strategic guidance and thought partnership to the Leadership Center’s leadership team and affiliated faculty.

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

- 1.) **Curriculum Design, Development, and Integration:** provides ongoing review of and advising on program design and integration of Leadership Center signature courses. (85%):
  - a. Ensures curriculum connections and ongoing development of the signature set of course offerings and programs for the two-year MBAs, including related coaching activities (ID Lab, Leading on Purpose, and Teams Lab).
    - i. ID Lab: Designs the Introductory Forum for all 4 sections with an eye towards integration with the remaining 11 class sessions; development of coaching materials (teaching notes and Leadership Development Plan template) and integration of coaching components with the class sessions; ongoing curriculum development to connect with Leadership Center pedagogy.
    - ii. Teams Lab: ensure that core concepts connect and build between ID Lab and Teams Lab and into Orgs Lab
    - iii. Leading on Purpose: provide ongoing curriculum upgrades/refreshes to mirror improvements made in ID Lab.
  - b. Reviews the set of leadership elective offerings at the School and builds relationships/collaborates with instructors to create better coordination and alignment.
  - c. Advises on better linking and integrating the “leadership thread” that connects core and elective courses and programs through Executive Degree Programs (SF MBA and EMBA).
- 2.) **Strategic Advising** (15%): Leveraging deep knowledge of the operations and pedagogy of the Leadership Center, the Advisor serves as a strategic partner/consultant to the team.

**Other duties as assigned or required.**



**Supervision Received:**

Director of the MIT Leadership Center. The Advisor is expected to regularly perform with minimal supervision.

**Supervision Exercised:** N/A

**Qualifications & Skills:**

Required:

- Master's degree in a related field
- Minimum 7 years required in at least one of the following areas: (1) academic assessment with specialized knowledge of quantitative and qualitative educational research methodologies; or (2) educational curriculum design & development and pedagogical support.
- Requires leadership, vision, and strong management, communications, organizational skills.
- Demonstrated experience in academic administration, leadership development, program/curriculum development, counseling, events and communications management.
- Knowledge of and experience in leadership development/student leadership development theory and practice.
- Demonstrated ability to partner effectively with senior leadership, staff, faculty, and students.

Preferred:

- 10+ years related experience that includes leading and delivering complex and challenging program/curriculum initiatives, administration/program management and teaching/curriculum design experience
- Ability to foster positive relations with multiple diverse constituencies.
- Ability to think and act strategically, exert influence, work collaboratively, set and meet deadlines, and deliver high quality results.
- MIT or Sloan experience.

Competencies:

1. **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals.
2. **Manages ambiguity and navigates change; self-directed and proactive** while advancing work and achieving results.
3. **Demonstrates desire and drive for learning** that enhances both individual performance and contributes to the work of the Center.
4. **Collaborates with other individuals, teams, and groups** while respectfully advancing organizational goals and achieving desired outcomes. Works towards team success and shared goals.
5. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school.
6. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches.

*\*\* 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.*