



MIT Job Description

Job Title: Mgmt 1, Program & Project Administration	Position Title: Associate Director, MIT Leadership Center
Reports to: Director, MIT Leadership Center	% Effort or Wkly Hrs: 100%
Department: MIT Leadership Center, MIT Sloan	Grade 8

Position Overview:

The Associate Director leads/project manages the operations, implementation, and maintenance of strategic efforts in the following areas for the MIT Leadership Center: student-facing education and programming; internal (Sloan) marketing/communications related to student programming; and related community events and activities. The Associate Director also serve as an ongoing thought partner for additional components of the Center's advancement of the School's leadership development initiatives.

Role eligible for hybrid schedule that aligns with goals and guidelines of Center.

Principal Duties Responsibilities (Essential Functions):

The Associate Director leads key focus areas for the MIT Leadership Center:

Management of MIT Leadership Center course offerings (50%):

- Oversees strategic and operational oversight of the Leadership Center's suite of offerings for degree students at MIT Sloan from pre-matriculation through graduation (e.g. Leadership Foundations, Orientation sessions, LEAD week programs, SIP/15.005 activities, etc.). This includes ensuring the flawless execution of the Center's programs, while maintaining a consistent connection to the Center's integrated leadership development approach.
- Specific focus will be on the delivery of the Center's signature courses (presently offered to MBA, EMBA and Sloan Fellows MBA student populations), along with related co-curricular programming.
- Troubleshoots and solves program delivery or service experience issues as they arise, including serving as point of contact for students, peers, or vendors who need additional assistance.
- In service of this workstream, the Associate Director may be asked to present or facilitate to faculty, staff, or students.
- They will also partner with the Director on any major strategic programming decisions, along with the Center's evaluation and assessment professional to identify and develop future programming needs and course innovation.

Internal Marketing and Communications (30%):

- Oversees the creation and deployment of all Sloan-related marketing and communications efforts, especially those focused towards degree student populations. These efforts will work towards recruiting students for existing Center programming by clearly articulating the Center's integrated leadership development approach and lifecycle. This may include activities such as updating and maintaining a visible presence on MySloan and/or SloanGroups, Degree Program newsletters, Admissions activities, etc. and promoting specific activities/events (as well as the Center overall) to prospective and current students.
- Associate Director may be asked to present communications messaging to students, faculty, or staff across the School.
- Build from and align with Center's overarching communications planning including external communication and fundraising efforts to guarantee message cohesion.
- Collaborates with various Sloan partners to identify leadership development stories that build the Center's

brand equity and leverage existing strategic marketing plans for the Sloan School related to leadership themes.

- Develops (in partnership with the Center's evaluations and assessment professional) appropriate metrics to track success and provide regular reports to Director and Faculty Director of the Center.

Thought Partnership (15%)

- Represents the MIT Leadership Center within the MIT Sloan Community in a variety of ways. Assists the Director in representing the Center's vision, mission, and identity to students and other internal stakeholders at MIT and Sloan.
- Collaborates closely with MIT and Sloan colleagues and key vendors on joint operations and/or other shared initiatives. Build strong productive working relationships with MIT and MIT Sloan faculty and staff.
- Identifies, develops, and initiates innovations and solutions where precedents or procedures may not exist.
- Serve as role model for team and others with whom the Center works, leading by example.

Community Events and Activities (5%)

- Collaborates, communicates, and partners with degree program directors, faculty, and others across the School to ensure smooth delivery of collaborative programs and activities.
- Assist in the creation and maintaining of an engaged alumni community of Center supporters.

Other duties as assigned or required

Supervision Received: Director, MIT Leadership Center

Supervision Exercised: Program Coordinator, MIT Leadership Center

Qualifications & Skills:

Required:

Bachelor's degree

Minimum of three years of administration or operations experience and/or project/program mgmt

Experience in program/product/events management, along with communications.

Seeking a creative self-starter who is able to work effectively both individually and as part of cross-disciplinary teams that include staff from other departments, faculty, vendors, and students.

Must be adept at establishing effective processes to run a complicated set of curricular offerings in a high paced environment.

Outstanding writing, communication, organizational, and interpersonal skills required.

Preferred:

MBA or related graduate degree preferred

Six years related experience

A background in higher education and academic administration a plus, as is familiarity with MIT. Knowledge of leadership development theory and practice helpful.

Competencies:

1. **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals.
2. **Is self-directed and proactive** while advancing work and achieving results.
3. **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
4. **Collaborates with other individuals, teams, and groups** while respectfully advancing organizational goals and achieving desired outcomes.
5. **Works towards team success** with humility, as both a member and a leader of formal and informal teams
6. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school.
7. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches.
8. **Initiates and sustains** change that creates value.

** 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.