



MIT Position Description

Job Title: Acad Program Administrator	Position Title: Assistant Director, MBA Program
Department: MBA Program	% Effort / Wkly Hrs: 100%/40 hours
Hiring Pay Range : \$67,200 - \$91,100	Grade 7

Position Overview: (include expectations for time/work on campus)

Working as part of a collaborative, student-centered MBA Program Office, the Assistant Director will design, lead, and deliver high-impact advising, onboarding, and communications initiatives that support the academic, personal, and community experience of MBA students. This role serves as the primary advisor for one student cohort and leads several flagship student support and engagement programs that span the full student lifecycle, from onboarding through graduation.

The Assistant Director will manage complex, cross-functional projects; partner closely with colleagues across the MBA Program Office, MIT Sloan and the Institute; and model inclusive, proactive, and student-focused leadership. Occasional evening and weekend work is required, particularly during onboarding, orientation, and graduation periods. Eligible for hybrid schedule that aligns with role and department guidelines.

Principal Duties and Responsibilities (Essential Functions):**

Communications Strategy & Execution (40%)

- Lead the annual MBA onboarding project, providing overall project management for a cross-functional team spanning eight workstreams.
- Develop project plans, timelines, and decision frameworks to ensure a coordinated, inclusive, and seamless onboarding experience for incoming students.
- Collaborate with colleagues across the MBA Program Office, MIT Sloan, and Institute partners to align onboarding content, communications, and execution.
- Set direction for the office on branding, editorial voice, messaging cadence, and channel selection to ensure communications are clear, timely, and aligned with program goals.
- Responsible for executing a consistent, high-impact communications strategy for assigned student-facing initiatives.
- Oversee content planning and execution across multiple channels including SloanHub and SloanGroups, collaborating with colleagues to ensure accuracy, accessibility, and inclusion.

Student Support Programs (35%)

- Lead student support programs, including international exchange programs, coaching the student-run Pre-Fx (Pre-Function) trips, and other initiatives to be determined, ensuring clarity, consistency, and a high-quality student experience.
- Partner with internal stakeholders to ensure program policies, timelines, and communications are clearly articulated and effectively implemented.



- Continuously assess program effectiveness and identify opportunities for improvement.
- Co-lead the Core Mentors Program, including program design, mentor recruitment and training, matching processes, and ongoing program assessment. Partner with student leaders and colleagues to strengthen peer-to-peer connection, belonging, and engagement within the MBA community.
- Participate and lead sub-teams for large-scale, program-wide initiatives such as MBA Orientation and MBA Graduation.

Student & Cohort Advising (25%)

- Serve as the primary academic and community advisor for two MBA Cohorts (~150 students total), providing individual and group advising on academic progress, program policies, leaves of absence (LOA), and overall student success.
- Provide proactive outreach, coaching, and support to students navigating academic, personal, or programmatic challenges, and connect students with appropriate Institute resources as needed.
- Build strong, trust-based relationships with students and serve as a visible and engaged presence at cohort events, classes, and community activities.
- Deliver informational presentations and facilitate classroom sessions at key points in the academic cycle.

Other role related duties as assigned or required.

Supervision Received:

The Assistant Director works independently while reporting to a senior member of the MBA Program Office leadership team.

Supervision Exercised:

- No direct staff supervision.
- Functional leadership of cross-functional project teams, working groups, and program contributors.

Qualifications & Skills:

Required:

- Bachelor's degree.
- Minimum 2 years of academic administrative experience required.
- Minimum of 3–5 years of experience in student services, program management, advising, or a related administrative role.
- Demonstrated project management experience leading complex, cross-functional projects.
- Excellent written and verbal communication skills, with experience developing and executing communications strategies. Experience and interest in designing marketing and visual communications.
- Strong organizational, analytical, and problem-solving skills; the ability to manage multiple priorities in a dynamic environment.
- Proficiency with Microsoft 365 and AI tools, and comfort learning new systems and platforms.



Preferred:

- Master's degree
- Experience working in a higher education or non-profit environment.
- Advising, coaching or mentoring experience, with the ability to support a diverse and high-performing student population.
- Demonstrated commitment to fostering inclusive and supportive communities.

Competencies:

- Leads with a focus on impact, outcomes, and student experience.
- Collaborates effectively across teams and functions.
- Communicates clearly, thoughtfully, and strategically.
- Navigates ambiguity and change with resilience and adaptability.
- Demonstrates curiosity, continuous learning, and a growth mindset.

*** 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.*