



MIT Position Description

Job Title: Program/Project Manager	Position Title: Assistant Director, Community Events & Engagement
Reports to: Dawn Roberts	% Effort or Wkly Hrs: 100%
Department: MBA Program Office	

Position Overview:

Working as part of a dynamic, innovative, and supportive team, the Assistant Director will design, develop, implement, and evaluate co-curricular and extra-curricular programs that promote an inclusive community experience for students in the MBA Program. This team member will have exciting opportunities to foster engagement across a remarkably talented and diverse student body.

The Assistant Director will manage complex events between 400-1500 participants, multi day MBA Orientation, MBA Graduation and oversee a wide range of community engagement events. Assistant Director will develop and creative marketing materials, emails, and social media campaigns that create awareness and increase response rates. Develop and maintain fiscally responsible event budgets, and manage vendor negotiations. In this capacity the Assistant Director will be responsible for all programmatic elements of multiple events and will collaborate with offices across MIT Sloan, including the Office of Diversity, Equity, and Inclusion, the MIT Leadership Center, and the Office of Student Life. Candidate will be assigned one MBA cohort per year (70+ students per class) as a Program Advisor. The Assistant Director will also assist the MBA Program Office in developing programming as assigned. In-person work, occasional evening, weekend work and some travel is required.

Principal Duties and Responsibilities (Essential Functions**):

Events Management (40%)

- Manage and execute all elements of MBA Orientation and MBA graduation events, develop program content and work with stakeholders across the Institute to ensure successful onboarding and offboarding experience.
- Coordinates program wide signature events, initiatives, and gatherings for the MBA Program, including developing project plan and managing volunteers.
- Provide operational support and assist the team with managing logistics for student programs and events hosted by student organizations (community building chairs).
- Other projects as they relate to community programming and student engagement

Student Advising/Counseling (30%)

- Provide one-on-one advising to students on academic and personal topics.
- Coaching and guides goal setting, self reflection, time management and academic exploration.
- Must be comfortable to support students in personal crisis, providing them with the appropriate internal referrals and access to interventions as needed.
- He or she must be comfortable with and able to provide support and challenge necessary to create an environment for personalized learning for a highly motivated and culturally diverse professional student body.
- Knowledable about MIT Sloan course offerings including challenges in the Core Semester, Tracks and Certificates
- Proactively reaches out to students to check in and provide insight
- Assistant Director will attend student classes, events and conferences both to be visible and available to the students as well as to keep in touch with student interests and concerns.
- Assistant Director will participate as a Leadership Foundations coach for incoming MBA students.

Marketing and Other Projects (20%)

- Assistant Director will develop and creative marketing materials, emails, and social media campaigns that create awareness and increase response rates.
- Measure impact and ROI of community events, student engagement and report out to team.
- Manage programming budgets and responsible for fiscally smart decisions.
- Awards/recognition activities, graduation events, and other on-going student programming, including liaising with all internal and external stakeholders where appropriate.

Diversity, Equity and Inclusion Initiatives (10%)

- Executes on MIT, Sloan and MBA Program goals and dedication to advancing diversity and inclusion through seeking, writing and promoting stories and communications that highlight diverse and underrepresented students and experiences
- Actively works with Sloan's DEI Office to undertake relevant projects that promotes belonging and improves student experiences
- Works closely with Community Support and Operations team to track DEI data in community events and programming



Supervision Received:

The Assistant Director, will work independently and report to the Sr. Associate Director, MBA Program Office

Supervision Exercised:

- The Assistant Director will have no direct reports.
- Leadership and management of MBA Orientation and graduation event team members and staff volunteers

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree and a minimum of 3 years experience in event planning and management required.
- Demonstrated interest in events and student engagement. Self-directed and ability to work independently with minimal supervision.
- Posses excellent analytical, critical and strategic thinking, problem-solving and project management skills.
- Individual must demonstrate interpersonal and communication skills with ability to develop trusted partnerships with staff.
- Experience working with vendors, senior staff and administration a must.
- Team player and ability to successfully balance and prioritize a highly dynamic and diverse workload.
- Required technical skills include proficiency and comfortable with databases, Microsoft 365, Word, Excel, PowerPoint, slack, and Trello.
- Must be able to work in person.

PREFERRED EDUCATION AND EXPERIENCE:

- *Experience with complex event management skills*
- *Familiar with a university setting or professional school.*

MIT Sloan Competencies

- Contribute by managing ambiguity and navigating change
- Demonstrating desire and drive for learning
- Collaborates and works towards team success
- Communicates openly and effectively
- Engage through fostering innovation and experimentation
- Leads by focusing on impact and outcomes

** 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.