

MIT Position Description

Job Title: Mgmt 3, Program & Project Admin	Position Title: Director, Evening MBA Program
Reports to: Assistant Dean, MBA/MSMS/Evening MBA Programs	% Effort / Wkly Hrs: 100%/40 hours
Department: MBA	Grade 10

Hiring Pay Range (HR to add): \$102,350 - \$138,700

Position Overview

The Director of the Evening MBA Program leads all aspects of developing, implementing and executing a new two-year MBA program for working professionals that expects to enroll 140 students annually, for an expected steady state enrollment of 280 students. The Director is responsible for the full student experience in and outside the classroom. They collaborate closely with faculty, Admissions, Career Development and Student Services colleagues to serve high-achieving working professionals with 3-7 years of experience. The Director will collect and use data and student feedback to drive continuous improvement and innovation. In the program's inaugural year, the Director will design and implement the complete program experience for the first cohort. The Director co-chairs the Evening MBA Program Committee with a faculty director to set policies and consider major program changes. The Director will hire, train and supervise two Assistant Directors and a Program Coordinator and manage the operating budget. Role eligible for hybrid schedule that aligns with MIT Sloan guidelines.

Principal Duties and Responsibilities (Essential Functions**)

(25%) Program Leadership and Strategic Direction

Sets strategic priorities for the Evening MBA in partnership with the faculty director and Assistant Dean; leads program design and launch for the inaugural cohort; co-chairs the Program Committee; assesses the evolving cross functional needs across the school needed to support the Evening MBA. Influences ongoing cross-functional program resourcing and staffing as needed to ensure the school balances use of existing people and processes with new program specific needs. Represents the program to internal and external stakeholders including administration, faculty, media, employers, and peer institutions. Attends relevant industry conferences to stay current on trends in professional MBA education to keep the program competitive and relevant.

(35%) Student Experience and Community

Serves as the primary steward of the Evening MBA student experience from orientation through graduation. Designs and oversees co-curricular programming, community-building, and student support services attentive to the needs of working professionals. Trains the Assistant Directors to be effective student advisors and as needed provides direct advising to students across both active cohorts. Oversees intervention and support programs; manages leave of absence requests, monitors student academic progress and other student status processes.

(20%) Cross-Functional Collaboration and Stakeholder Engagement

Partners with Admissions on yield strategy and enrolled student onboarding; collaborates with Career Development to ensure access to career programming and networks appropriate to students' career stage;



and engages proactively with faculty, Sloan Educational Services, Sloan Technology Services, Student Life and other Sloan and MIT offices to support smooth program delivery and to build the Evening MBA's profile internally and externally.

(10%) Data, Assessment, and Continuous Improvement

Develops and administers cohort surveys, course evaluations, and other feedback mechanisms; tracks key performance indicators across the student lifecycle; synthesizes findings into recommendations; and reports regularly to the Program Committee and Assistant Dean to inform decisions about program design and resource allocation.

(10%) Staff Development and Operations

Manages the Evening MBA operating budget. Hires, develops, and evaluates two Assistant Directors and a Program Coordinator; conducts regular performance reviews; and fosters a team culture aligned with the Evening MBA mission and MIT Sloan values.

Other role related responsibilities as needed or required.

Supervision Received

Minimal supervision is provided by the Assistant Dean, MBA/MSMS/Evening MBA Programs. This position requires the ability to exercise independent judgment, manage complex priorities, and communicate effectively with senior leadership, faculty, and staff.

Supervision Exercised

The Director directly supervises two Assistant Directors and one Program Coordinator and is responsible for all hiring, onboarding, performance management, and professional development for these direct reports.

Qualifications & Skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- *Bachelor's degree*
- *Minimum 5 years of administration or operations experience and /or project/program management required.*
- *Experience in academic administration, student affairs, or program management in a higher education setting*
- *Demonstrated experience advising or supporting graduate or professional students*
- *Experience managing professional staff*

PREFERRED EDUCATION AND EXPERIENCE:

- *Master's degree*
- *Advanced degree in Management, Education, Higher Education Administration, or a related field; 10+ years of related experience*
- *Experience in an MBA or graduate business program; experience designing and launching new programs*
- *Familiarity with working professional student populations; knowledge of MIT and MIT Sloan preferred*

ADDITIONAL SKILLS:

- *Strong project management, budget management, and stakeholder communication skills*



- *Continuous improvement mindset with demonstrated ability to use data to drive decisions*
- *Ability to manage ambiguity and lead effectively in a fast-paced, evolving environment*
- *Models and promotes MIT values; contributes to an inclusive community*
- *Handles confidential information with discretion and judgment*

COMPETENCIES:

MIT Sloan Competencies particularly relevant to this role:

- *Engage: Acts with caring and a sense of community; builds diversity and inclusion by modeling MIT values*
- *Lead: Focuses on impact and outcomes; influences others; initiates and sustains change that creates value*
- *Manage: Provides direction, support, and encouragement; coaches and develops staff to maximize their potential*

*** 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.*