

## MIT Job Description

<b>Job Title: Mgmt 1, Program &amp; Project Admin</b>	<b>Position Title: Assistant Director, MBAn</b>
<b>Department: Master of Business Analytics</b>	<b>% Effort or Weekly Hours: 100%</b>

### Position Overview:

The MBAn Assistant Director, will provide day-day oversight of operational and administrative activities for all aspects of the MBAn program and event operations for the on-campus delivery of this world-class program. Additionally, the Assistant Director will work closely with the Admissions Office to coordinate off-campus events around North America and represent the program in marketing and recruiting sessions. With minimal supervision, will handle the operational and financial duties of the MBAn Program including purchasing, reconciling accounts, budget preparation, contractor payments and vendor agreements. Will work as part of the MBAn team on a wide range of projects, special initiatives, and student activities to ensure the success of the program. This position will identify and implement these events to enhance the experience of the MBAn students including current, prospective, and alumni.

The MBAn follows a hybrid work model, and this position offers opportunities for both remote and in-office work.

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

#### Program Delivery and Representation (30%)

- Establish priorities and timelines to ensure the proper delivery of MBAn domestic and international information sessions, preview workshops, and webinars
- On MBAn program delivery days, delivers customer service, logistical, and technical support to both faculty and students. Create and communicate the logistics and staffing responsibilities to the MBAn team for weekends, modules and information sessions
- Represent and present the MIT MBAn Program to candidates through both online webinars and in-person presentations
- Create and distribute announcements to current students
- Join the Program Director in representing the program's vision, mission, and identity to companies, students, and internal and external stakeholder groups
- Actively involved in all stages of the Admissions process including advising the committee on candidate selection, reading applications and interviewing perspective candidates
- Work directly with departments across MIT Sloan and MIT to propose process improvement and implement new systems and strategies
- Manage various aspects of the Business Analytics Certificate – from organizing the graduation ceremony to advising students from all different populations (MBA, EMBA, Sloan Fellows, SDM, MFin, etc.), to hosting information sessions and town halls for student feedback

#### Communications (15%)

- Plan, strategize and oversee MBAn's social media accounts and MySloan intranet content on MySloan
- Write, edit, and publish MBAn. communications regularly, in a variety of media, including emails, weekly newsletters, websites, social media, brochures, and reports to internal and external audiences to effectively promote visibility and awareness of MBAn Program
- Responsible for the production of various public relations outreach materials acting as the main point of contact for content, design, layout, structure, distribution, and editing
- Develop, analyze and make recommendations based on a variety of stakeholder data including those from alumni, students surveys, and corporate partners

#### Event Operations (15%)

- Plan, organize and execute various programs and events including, but not limited to Orientation, Student Socials, Summer Capstone, Convocation, SIP and IAP sessions, Admit Day, and Analytics Certificate Graduation (10+ per year)
- Evaluate, recommend and implement changes and enhancements to current and future MBAn. programming and events

- Oversee logistics for Student Leadership Council's Events and act as a student resource and travel liaison during off-campus travel

#### **Student Advisor (20%)**

- Serve as advisor and primary contact for MBAn students on academic requirements, course selection, and career options
- Provide insights and guidance on inquiries related to admissions, graduation, student clubs, and other program activities and ensures adherence to MIT policies
- Responsible for ensuring that students are knowledgeable of MIT, MIT Sloan and MBAn policies and responds to current and prospective student inquiries ensuring adherence to those policies.
- Act as Liaison for the Analytics Certificate students and the Program, answering questions about eligibility criteria to pursue the certificate

#### **Program Office (15%)**

- Responsible for the hiring, onboarding, career development, annual review processes for new staff on the MBAn program office team, including the Administrative Assistant, temporary staff and interns
- Manage workflow and provide oversight to the Administrative Assistant to ensure the operations of the program are running smoothly
- Take responsibility for communications with faculty and staff on academic matters
- Other duties include special projects and new activities as needed or required. May be selected and asked to serve on MIT Sloan Committees

#### **Financial Management (5%)**

- Independently negotiate contracts and pricing with vendors. Review contract language and content, engaging with MIT legal as needed
- Create and manage budget for each vendor and event. Work through SAP to ensure events are within budget
- Resolve budgeting discrepancies, set up and close out purchase orders
- Collaborate with colleagues in the Finance & Accounting Teams to ensure program meets agreed upon financial targets

Other duties as assigned or required

**Supervision Received:** Reports to the Director of Master of Business Analytics. Minimal supervision in this role will be received

**Supervision Exercised:** Program Coordinator; Temporary staff members and Interns; Supervise and advise students; Recruit and manage internal staff supporting programs and events

#### **Qualifications & Skills:**

##### **Required**

- Bachelor's degree or equivalent
- A minimum of three years of related experience in business or higher education
- Superior written and oral communication skills. Attention to detail is critical; proof reading skills are essential
- Experience in program, project, and event management
- Be proactive, take initiative and work effectively with limited supervision
- Use Microsoft Office, database programs and SAP proficiently
- Experience with vendor selection and vendor management
- Ability to exercise a high degree of professionalism, diplomacy and sensitivity to handle the complex and at times demanding needs of faculty, staff and students
- Prioritize and manage multiple tasks and projects and various stages simultaneously
- Experience working in a team-oriented, collaborative environment
- Ability to work well in an academic setting and be comfortable with the tempo of the academic calendar
- Make contributions as a positive, proactive team member in a dynamic and culturally diverse work environment
- Communicate effectively, both orally and in writing

##### **Preferred**

- Familiarity with MIT Sloan and MIT policies, procedures and systems
- Ability to travel occasionally (~5x per year) for domestic and international events and information sessions
- Builds relationships with key stakeholders and grows a trusted network inside and outside MIT

#### **MIT Sloan Competencies**

- Creates a culture of development through coaching, delegating, providing stretch assignments, giving meaningful feedback, etc.
- Communicates in a timely manner with others about changes that may impact them, including the context and/or reasons for the changes
- Responds directly, promptly and sensitively to unethical behavior; escalates if necessary

*\*\* 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.*