

MIT Job Description

Job Title: Program / Project Administrator	Position Title: Associate Director, MFin
Reports to: Asst. Dean, MFin	% Effort or Wkly Hrs: 40 hrs/week
Department: Master of Finance Program	

Position Overview

As an integral member of the MFin team, the Associate Director works with the Assistant Dean to promote student success through strategic alumni and industry engagement; fostering connections between students and markets. This role also requires serving as an academic advisor to a predominantly international student population, supporting their academic success and well-being. In addition, the role serves as a key liaison across several MIT/Sloan offices including career development, action learning, alumni and external relations to coordinate initiatives that strengthen industry engagements for student success. This position requires sound judgment, strong relationship-building skills particularly with the finance industry, and the ability to operate effectively across academic, administrative, and market settings. The Associate Director is expected to stay informed on market trends, maintain a strong understanding of industry developments, and engage confidently in market-focused networking and stakeholder conversations.

Job Responsibilities

Alumni Engagement and Student Immersion Trips (35%)

In partnership with the Assistant Dean, the Associate Director supports MFin alumni engagement efforts to strengthen connections that contribute to student success, including career outcomes. This role cultivates and maintains relationships with alumni across the U.S. and key global markets, ensuring they remain actively connected with the program and its students.

The Associate Director is responsible for planning and executing major alumni initiatives for the program, including alumni gatherings, student immersion trips, and related engagement activities. These immersive experiences involve connecting students with alumni and market leaders across a range of finance careers; providing students with exposure to markets, career pathways, and professional networks. The Associate Director conducts targeted alumni outreach and collaborates closely with the Career Development Office, Alumni Relations, and the Action Learning Office to align engagement efforts with program needs. The role also ensures timely follow-up after alumni interactions and maintains systems to track engagement, participation, and outcomes.

Advising & Academics (30%)

As an academic advisor for a student body that is primarily international, the Associate Director provides guidance on academic planning and course selection tied to their professional goals. Additionally, they offer support in navigating cultural adjustments and campus resources, time management, helping students feel more at home. Their role is to foster a welcoming environment where students can thrive academically and personally.

Community of Practice and Speaker Series (15%)

The Associate Director represents the MFin program within a broader finance community of practice that includes certificate programs, finance-focused students across degree programs,

student clubs, and faculty, supporting shared learning and connections. Serving as a liaison to the Career Development Office, Action Learning Office, and Office of External Relations, the role coordinates activities across key MFin partners. The Associate Director acts as a first point of contact, responds to requests, prepares reports and presentations, shares relevant data, and participates in relevant events. In addition, the Associate Director is expected to follow industry trends and market developments to inform a finance leadership speaker series that complements the curriculum and CDO programming. This would include speaker identification, outreach, event logistics, and promotion—providing students with exposure to industry perspectives while supporting program engagement with the market.

Outreach and Visibility (10%)

The Associate Director manages outreach to enhance the MFin program's visibility with market leaders and the alumni community, supporting recruiting, employer engagement, and long-term relationship building. Responsibilities include overseeing the MFin LinkedIn Group, developing planned content to increase engagement and awareness, and monitoring performance. The role also manages production of the MFin alumni newsletter (three issues annually), coordinating content that highlights program updates, student outcomes, and faculty and alumni achievements. In addition, the Associate Director coordinates program input for external visibility efforts, including rankings submissions, ensuring accurate and consistent representation of engagement and outcomes.

Other Program and School Initiatives (10%)

As an integral member of the MFin team, the Associate Director participates in ongoing program priorities and events, and contributes to broader Sloan initiatives as needed, supporting cross-program collaboration and school-wide initiatives.

Supervision Received:

The Associate Director will report directly to the Assistant Dean of the MFin Program Office.

Supervision Exercised:

No direct reports. May monitor and coordinate the work of students.

Job Requirements:

Bachelor's degree; minimum of three years of progressive experience in relationship-based roles such as business development, alumni engagement, external relations, program management, or project leadership, ideally in the finance or professional services industry; demonstrated ability to build and sustain effective relationships with internal and external stakeholders.

Preferred: Graduate degree in finance or business. Experience working across cultures and with international populations as well as experience in industries like investment banking, asset management, private equity, venture capital, consulting or fintech.

Skills/MIT Sloan Competencies:

- Relationship Building & Influence: Ability to cultivate trusted relationships with market players and alumni, external partners, and senior stakeholders across global contexts.
- External Engagement & Results Orientation: Experience executing engagement initiatives that drive participation and measurable outcomes.
- Communication & Presence: Strong written and verbal communication skills; capable of representing the program to diverse audiences.
- Execution & Ownership: Ability to manage multiple priorities with sound judgment, accountability, and attention to detail.
- Collaboration Across Boundaries: Proven success partnering with cross-functional teams to advance shared goals; demonstrated strong team skills required.
- Global Perspective: Cultural agility and comfort working with international populations.
- Comfortable with social media platforms; able to learn new tools quickly to support engagement goals, Fluency with tools to track and monitor alumni engagement, etc