

MIT Job Description

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

Position Overview:

Working with the MFin Program Office Assistant Dean and the MFin Program team, the Associate Director will leverage finance background and knowledge to provide program advising and complex program support for the 120+ MFin students. The Associate Director will be the assigned academic advisor to one MFin cohort for a total advising load of 60-80 students per class. The Associate Director will directly contribute to a portfolio of programs that will involve a large cross-functional team to deliver impactful major events including orientation and convocation. The Associate Director contributes to and plays a role in defining and executing broad-based strategies and operational plans related to systems (both operational and technological) that streamline and facilitate data collection and tracking and allow the department to measure the success of advising, programming and overall student satisfaction. This includes developing knowledge of best practices across the School and the industry and aligning department and organizational goals.

Principal Duties and Responsibilities

The MFin Experience & Strategic Direction: As a member of the MFin Program team, the Associate Director will contribute to the delivery of a world-class Master of Finance program to the best and brightest students exemplifying strong professional promise. Work collaboratively across Master's Program Teams and actively participate and support the activities of other departments including Admissions and the Career Development Office in meeting the needs of our MFin Students and Prospects. Working closely with the Assistant Dean, assess and plan future activities that support MIT Sloan's strategies for school and program development.

Advising & Academic: The Associate Director is available to work with students one-to-one on topics such as MFin Program policies, setting learning goals, elective course selection, and time management. The Associate Director will be knowledgeable about MIT Sloan course offerings and cross-registration processes as well as Sloan and MIT policies and resources available for students in a wide range of circumstances. The Associate Director will attend student and School events to be visible and available to the students as well as to keep in touch with student interests and concerns. Must be comfortable with and able to provide the support and challenge necessary to create an environment for personalized learning for a highly motivated and culturally diverse student body. Interface with faculty regarding academic grades and evaluation of MFin students to monitor academic performance. In partnership with co-lead MFin advisor, use data to advise students on potential academic issues and identify corrective actions to ensure success.

Systems and Surveys: The Associate Director, in collaboration with the Assistant Dean, will design and implement systems and processes that ensure high quality delivery of services and programs to the MFin students. Act as primary lead on key surveys, including orientation, summer term, Student Satisfaction and others as determined. Identify and implement best practices to capture relevant data, increase participation and report key findings. This will include working across program and shared service offices to collect longitudinal data and will also include preparing reports and presentations to senior leadership.

Complex Program Support: With the MFin Program Assistant Dean and MFin Program team, the Associate Director will work to develop and execute medium - large events that are high energy, relevant and thought provoking for the participants. The Associate Director will foster the relationships across MIT Sloan and with the student body necessary to create these experiences.

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.

Qualifications & Skills:

Education: Bachelor's degree required. Graduate level degree in finance or business preferred.

Experience: A minimum of three years of administration, program and or project experience required. A minimum of seven years professional work experience in financial services preferred. Higher education experience is a plus. Must have strong knowledge of and interest in finance education.

Skills/MIT Sloan Competencies:

- Demonstrated ability to manage large, complex programs with multiple stakeholders at different levels in the organization. Must be self-directed and proactive.
- Global experience and perspective.
- Highly motivated and dedicated individual with strong organizational and interpersonal skills.
- Previous experience advising high caliber young professionals or graduate students desired.
- Demonstrated excellent verbal, written and oral communication skills including presenting information to small and large groups.
- Ability to think strategically, collaborate with others, and focuses on impact and outcomes.
- Fosters innovation and experimentation.
- Proven data analysis skills using Excel and or stat packages
- Ability to work flexible hours (including nights and occasional weekends) and occasionally travel.