

## MIT Job Description

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

### **Position Overview**

As an integral member of the Master of Finance (MFin) Program team, the Associate Director plays a pivotal role in delivering a premier educational experience. This position encompasses a broad range of responsibilities, including advising students, managing key program initiatives such as onboarding and orientation, collaborating with various offices on initiatives, representing the MFin program in cross-program groups or committees, and nurturing relationships within the student body. A significant portion of this role involves one-on-one student advising on program policies, course selection, wellbeing, and maintaining a connection with student interests. Additionally, the Associate Director supports other program initiatives, including creating newsletters (as needed), hosting events, delivering presentations, and participating in the admissions process.

### **Principal Duties and Responsibilities**

#### **Advising & Academics (50%)**

As an academic advisor for a student body that is primarily international, the Associate Director provides guidance on academic planning and course selection to ensure students meet their educational 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.

#### **Onboarding and Orientation (25%)**

The Associate Director will oversee and lead major annual initiatives to onboard students virtually and design/run orientation in-person for new students. This involves meticulous planning, staffing, designing, and executing all aspects of onboarding and orientation activities to ensure a seamless transition for incoming students. The Associate Director will be responsible for creating engaging and informative sessions that introduce students to the program components, culture, expectations, and resources. Additionally, the Associate Director will manage ongoing messaging and communications to incoming students, ensuring they are well-informed and supported throughout their initial phase in the program. This role requires a strategic and collaborative approach to fostering a welcoming and inclusive environment that sets the tone for the students' academic and broader MIT journey.

#### **Community Contributions and Committees (10%)**

The Associate Director will develop and implement innovative activities and initiatives that promote student engagement and community building, within the MFin community and with other programs. They will work collaboratively across departments to pilot new initiatives, update policies, share best practices and execute large and mid-scale events. The Associate Director will represent the

MFin program in various formal and informal cross office/program committees covering range of topics including academics, wellbeing, student leadership, community etc.

### **Strategic Direction (10%)**

The Associate Director will work closely with Assistant Dean to identify strengths, weaknesses, opportunities, and potential challenges within the existing programming framework. Utilize data-driven insights to suggest program improvements, launch new initiatives and ensure alignment with student outcomes.

### **Admissions Support (5%)**

The Associate Director engages actively in the admissions process including participating in prospective and admitted student information sessions as well as reading applications.

### **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 education, finance or business preferred.

Experience: A minimum of three years of administration, program and or advanced project experience required. Must have experience of and interest in working with international student population. Advising students in a higher education context and/or finance industry experience is a plus.

### **Skills/MIT Sloan Competencies:**

- Previous experience advising high caliber young professionals or graduate students desired
- Global experience and perspective valued
- Demonstrated ability to manage large, complex programs with multiple stakeholders at different levels in the organization. Must be self-directed and proactive
- Strong interpersonal, collaborative and team skills required
- Demonstrated excellent verbal, written and oral communication skills including presenting to large groups
- Ability to think strategically, foster experimentation and focus on student learning
- Ability to work flexible hours (including nights and occasional weekends) and occasionally travel.