

MIT Job Description

Job Title: Mgmt 2, Admin & Ops	Position Title: Associate Director, MSA
Reports to: Senior Associate Director	% Effort or Wkly Hrs: 100%
Department: Sloan, Academic Areas	

Position Overview Statement:

The Associate Director of the Management Sciences Area is responsible for implementing and tracking high level organizational support for Sloan's world-class faculty and research community. The organizational support is provided through management across four categories of work efforts. These categories include, (a) staff management, (b) financial management and financial oversight, (c) faculty management, (d) and operational management.

Partners with Area Directors, Sloan Faculty Area Heads and Group Heads to implement Area wide policies, procedures, and projects. Acts as a thought partner to identify and address on-going or new areas of concern.

Primary stakeholders include Sloan's tenure line faculty, teaching senior lecturers and lecturers, and the academic area staff. Secondary stakeholders include Sloan PhD students and the Sloan research staff community.

A single Academic Area typically includes at least 50 tenure-line and emeritus faculty and Other Academic Staff (OAS), as well as dozens of other residents and visiting researchers, instructional staff and assistants, post-doctoral fellows, and Ph.D. students.

Remote work schedule opportunity aligns with current area guidelines.

Principal Duties and Responsibilities (Essential Functions):**

Staff Management, 60%

Provides direct management to the Management Science staff, which includes administrative assistants and academic area coordinators. The scope of management includes, but is not limited to, (a) hiring, on-boarding, and off-boarding, (b) developing and implementing staff portfolios that advance the support needs of the teaching community and organizational needs of the Areas, (c) consistent and on-going development, including training, mentoring, and coaching; adapting these procedures to be in line with defined HR guidelines, (d) formal and timely performance feedback through monthly Sloan Chats and the Annual Staff Review process; adapting these procedures to be in line with defined HR guidelines. Direct reports include both individual contributors, as well as staff managers. Responsible for adapting coaching and mentorship accordingly.

Manages flexible staff work arrangements in line with MIT Sloan guidelines to increase work productivity and job satisfaction.

Convenes all Area staff regularly and provides them with ongoing exposure to institutional partners, strategies, and information, as well as opportunities for peer learning and shared leadership.

Explains and implements FRS goals as they pertain to the Areas.

In collaboration with HR leadership, implement, and adapt as necessary, Sloan-wide Core Competencies for the Management Science area staff.

In collaboration with the Area Directors and HR leadership, implement, and adapt as necessary the Area wide Diversity Equity and Inclusion (DEI) process within the scope of staff recruitment and management.

Financial Management and Financial Oversight, 15%

Budget owner of the MSA area budget of approximately \$1.5 million and the MSA Sloan Teaching Assistant budget of approximately \$1.9 million.

Financial management includes, but is not limited to, (a) budget development, (b) budget allocation across stakeholders, (c) analyzing spending, implementing changes as necessary, (e) making off-cycle budget requests for additional resources, as needed.

Responsible for ensuring that all MSA stakeholders comply with MIT and Sloan financial policies and procedures, and that deviations are communicated to appropriate stakeholders and resolved.

Responsible for the monthly Financial Review and Control of MSA budgets.

Responsible for the Year-End Close process for MSA budgets.

In partnership with Sloan Finance, ensure MSA accounts are properly and timely funded, in good standing, and when appropriate, closed or transferred.

Operational Management, 15%

Responsible for allocating all office and open area space for MSA stakeholders, which include faculty, teaching and non-teaching visitors, area staff, MSA PhDs, and MSA post-docs.

Manage the "Physical Access and Control" system of MSA building residents. This role oversees the security access for all MSA building residents; responsibilities include review and approval of all E62 access requests via the MIT CCURE application.

Identify business goals and develop procedures and guidelines to fulfill specific Area objectives as well as FRS priorities and goals.

Concurrently identifies local and systemic inefficiencies and leads or delegates problem solving to improve operating workflows.

Faculty Partnership, 10%

Develops and maintains relationships with MSA Area faculty to understand their teaching and research needs, including learning about their research focus in order to (a) advance the work of the faculty by supporting collaborations with other Sloan departments, (b) assign appropriate administrative support. Meets monthly with MSA Area and Group Heads.

In partnership with Faculty Affairs, collaborates on the Sloan faculty experience for Faculty, Teaching Visitors, and Research Visitors. This work includes, but is not limited to, creating and

implementing formalized onboarding and offboarding processes. These initiatives support the Academic Areas goal of ensuring all Faculty, Teaching Visitors, and Research Visitors have a high quality, consistent Sloan experience.

In collaboration with Sloan Student Funding, determine and allocate Teaching Assistant support allocations for all Sloan 15 courses. This requires partnering with multiple Sloan departments and programs, including Sloan Fellows, EMBA, etc.

This role oversees the execution of administrative research services. These services include, but are not limited to, (a) allocation of the John C. Head funds in support of Area seminars and (b) overseeing the hiring of select research staff.

Supervision Received:

With minimal supervision, reports to the Area Directors.

Supervision Exercised:

Direct reports include MSA support staff and MSA coordinators. In addition, is responsible for supervising select administrative support staff of MSA-related Labs and Centers.

Qualifications & Skills:

REQUIRED:

Bachelor's degree required

- Minimum of three years relevant administration experience
- Three years of managerial experience including managing large teams
- Qualified candidates must have proven leadership skills to manage and develop staff to work to highest potential.
- The candidate must be able to build strong, deep relationships and influence at all levels across the organization.
- Demonstrated management experience in working with staff members: building, motivating, developing and retaining large teams; enhancing staff morale and pride; driving engagement and continual learning; measuring progress and results; and ensuring accountability to goals, outcomes, and behaviors.
- Ability to maintain and support a healthy and productive culture of caring and respect, partnership, collaboration, and risk-taking, while being able to identify workflow inefficiencies, resolve conflict among stakeholders with different levels of power, and engage in difficult conversations with faculty and staff colleagues.
- Broad financial, analytical, technical, and project management skills with the curiosity and intellectual capacity to go deep into each as needed.
- Ability to juggle multiple, competing priorities under tight deadlines.
- Must be able to work through complex problems without a clear precedent, and use knowledge, linkages, and interpersonal relationships across the Institute to find solutions using systematic, multi-step approaches.
- The successful candidate will have a global understanding of the principles, practices, and cultures of the Sloan Academic Areas, all other Sloan departments, and MIT as a whole.

- Must possess excellent interpersonal, oral and written communication, presentation,

- analytical and negotiating skills.
- The MSA Associate Director deals with confidential information and/or issues and is required to use judgement and discretion.

PREFERRED:

- Advanced degree
- Interest and experience in the finance sector
- Prior experience at MIT
- Seven years of experience in higher education/nonprofit administration

MIT Sloan Competencies: Contribute; Collaborate; Engage; Lead; Manage

Ability to multitask and manage competing priorities while meeting deadlines and maintain high standards of accuracy and quality.

Collaboration with others while respectfully advancing organizational goals and achieving desired outcomes.

Ability to manage ambiguity, anticipate needs, adapt quickly to complete tasks, and solve challenges that develop.

*** 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.*