



MIT Position Description

JobTitle: MGMT 3, Program & Project Administration	Position Title: Director, MIT ASEAN OFFICE (MSAO)
Reports to: Assistant Dean, Global Programs	% Effort or Wkly Hrs: 100%
Department: MIT Sloan Global Programs	Grade: 10

Location: Bangkok, Thailand

Position Overview:

The Director will lead the MIT Sloan Asean Office (MSAO) Program located in MIT Sloan Global Programs Office. The Director will work closely with the Assistant Dean and the MSAO Advisory Council to foster innovation and experimentation by applying original thinking, expertise, and professional experience to develop new programs and approaches for the MSAO and manage ambiguity. The goal of the MSAO is to bring MIT knowledge to the ASEAN Region through extending its presence by seeking out opportunities and facilitating new, dynamic relationships between MIT and MIT Sloan and business, political and thought leaders throughout the region. The Director will also steward existing relationships and provide enhanced outreach to alumni. The Director will be responsible for managing employee(s) working for the MSAO in our Bangkok, Thailand office and any additional employees hired to support satellite offices throughout countries in the Asean region. The Director will be expected to work from the MSAO office in Bangkok with the flexibility of working some days from other locations. The Director will travel to MIT's campus 3 – 4 times a year based on MSAO programming needs. The Director is entrepreneurial, self-directed, and proactive.

MSAO will support the needs of visiting faculty, researchers, staff and students, taking advantage of their presence to enhance the Institute's visibility and positive impact throughout the region.

Principal Duties and Responsibilities (Essential Functions):

- **Development of Regional Programming (30%):** Establish an annual agenda for research, speaking, teaching and networking opportunities for the Institute's faculty for the region. Envision, design, and coordinate MSAO's regional conferences. The coordination will involve bringing together business, government and thought leaders, with, leaders from the Institute. The goal will be to discuss topics of political, economic and social relevance to the region. Seek out sponsors to fund the execution of conferences for the region. The conferences will underscore the daily activities of the MSAO as well as create a platform for MIT's mission and faculty research with a wider audience.
- **Promote Mutually Beneficial Collaborations with Regional Leaders (25%):** Seek and maintain new engagements with schools, governments, embassies, entrepreneurial incubators/accelerators, and corporations with the goal of addressing global business and innovation challenges, enhancing the Institute's



visibility, and advancing its educational mission. Identification of new, emerging markets for potential collaboration.

- **Manage and Attend to the Needs of the MSAO Advisory Council (20%):** The Director will be responsible for overseeing and managing the MSAO Advisory Council members, which is made up of MIT alumni and donors to the MSAO. The Director will establish a close bond with the Advisory Council and work with Council members to leverage their network and create new programs and relationships for the Institute. The Director will lead and coordinate the quarterly council meetings. The Director will ensure that the Council members are duly informed and consulted about MSAO activities.
- **Development and implementation of a region wide strategy to expand the offerings of the MSAO and ensure financial sustainability (10%):** The Director will position the MSAO, strategically, by identifying new partnerships, programs, and opportunities for MIT in the region. In addition to the MSAO's endowment, the Director will be responsible for supplementing the operating budget of the office through new revenue streams. The Director will devise new methods for funding MIT Faculty research, visits, and publications in the Asean region. The Director will further integrate other departments, centers, labs and global initiatives within MIT (Institute) to enhance MIT's brand, talent exposure, admissions and recruitment pools, within the Asean region.
- **Office of External Relations (OER) collaboration (5%):** Engagement and identification of alumni (cohort/board) and "friends of MIT Sloan", from the region, who can assist with the circulation of the School's needs in this area and guide interested companies into the process. Develop hosted, sustainable, supported programs providing alumni with concrete methods for supporting and enhancing MIT's presence in the region, as well as, providing OER with potential/additional donors to the MSAO endowment fund.
- **Budget and Fiscal Disciplines (5%):** The Director of MSLAO will be responsible for working closely with MIT Sloan Finance and Administration on the established budget that will be dependent on the returns of the endowment, and, adherence to it. The Director will be expected to continually evaluate the budget and make recommendations when substantial opportunities and fiscal variables arise. The Director will be expected to find other funding sources or seek out cost sharing opportunities with collaborators to increase the operating budget of the MSAO. Also responsible for financial oversight of the Bangkok Office and other potential satellite locations. This includes monitoring of financial activities and allocation of resources, ensuring that accounts are managed in accordance with established procedures and kept in compliance; processing purchase orders, invoice and managing accounts payable; and providing relevant, timely, and accurate financial reports as required.
- **Admissions Assistance and Promotion (5%):** Expand regional awareness of our flagship program; the MBA, Sloan Fellows, non-degree Executive Education programs, as well as our new programs, the Master of Finance (MFIN), Executive Master of Business Administration (EMBA), and the Master of Business Analytics (MBAn). Assist and support existing admissions activities in the region and leverage those activities to increase alumni engagement in the recruiting and promotion process. Collaboration with the Admissions Office with the *Sloan on the Road* series to reach additional potential candidates. Steward existing relationships and initiate leads with corporations, in the region, to our customized executive education offerings.

Other duties as assigned and required**Qualifications & Skills:****Required:**

- Bachelor's degree
- Minimum of 5 years administration or operations experience and/or project/program management
- Significant international experience and accomplishments
- Familiarity with MIT Sloan and MIT education highly desirable
- Manage high-level, large engagement, global client relationships
- Build deep client relationships through a consultative process
- Work strategically with corporate senior executives and alumni
- Develop and maintain strong relationships with MIT and MIT Sloan faculty
- Work collaboratively with faculty and staff at all levels of the organization
- Exercise independent judgment and decision making
- Show initiative and innovation in areas of greatest importance to the organization
- Negotiate and influence towards positive goals
- Develop metrics and evaluate the effectiveness of programs and initiatives
- Serve as a role model for others in the organization, setting a tone of integrity and professional conduct, while working with others to achieve organizational goals

Preferred:

- Prior experience in academic administration of degree and/or executive programs in higher education
- MBA degree or equivalent experience
- Cross cultural experience including living in another country
 - Thailand/Asean
- Familiarity with MIT Sloan and MIT education highly desirable

Supervision Received:

- Assistant Dean of Global Programs

Supervision Exercised:

- The Director manages coordinator/representative appointments for remote offices the Asean region under the MSAO responsibilities
- The Director may manage an Associate Director coordinator all ASEAN academic collaborations and Program Coordinator (Operations) for Global Programs

Competencies: Collaborate; Contribute; Engage; Manage; Lead