



MIT Position Description

Job Title MGMT 3, Program & Project Admin	Position Title: Director, MIT Sloan Latin America Office (MSLAO)
Reports to: Assistant Dean, Global Programs	% Effort or Wkly Hrs: 100%
Department: MIT Sloan Global Programs	Grade: 10

Position Overview:

The Director will lead the MIT Sloan Latin America Office (MSLAO) Program located in MIT Sloan Global Programs Office. The Director will work closely with the Assistant Dean and the MSLAO Advisory Council to foster innovation and experimentation by applying original thinking, expertise, and professional experience to develop new programs and approaches for the MSLAO and manage ambiguity. The goal of the MSLAO is to bring MIT knowledge to Latin America through extending its presence in the region by seeking out opportunities and facilitating new, dynamic relationships between MIT and MIT Sloan and business, political and thought leaders throughout Latin America. 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 MSLAO in our Santiago, Chile office and any other additional employees hired to support satellite offices throughout countries in Latin America. The Director will be expected to work from the MSLAO office in Santiago with the flexibility of working some days from other locations. The Director will come to campus several times a year based on MSLAO programming needs. The Director is entrepreneurial, self-directed, and proactive.

MSLAO 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. Oversee and manage the Data Analytics Program with Universidad de Chile, and Data Analytics and Business Innovation with Universidad del Pacifico in Lima, Peru. Envision, design, and coordinate MSLAO’s annual regional conference. 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 annual conference. The conference will underscore the daily activities of the MSLAO as well as create a platform for discourse with a wider audience.
- **Promote Mutually Beneficial Collaborations with Regional Leaders (25%):** Seek and maintain new engagements with schools, governments, U.S. Embassies, 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 MSLAO Advisory Council (20%):** The Director will be responsible for overseeing and managing the MSLAO Advisory Council members, which is made up of MIT alumni and donors to the MSLAO. 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 MSLAO activities.
- **Development and implementation of a region wide strategy to expand the offerings of the MSLAO and ensure financial sustainability (10%):** The Director will position the MSLAO, strategically, by identifying new partnerships, programs, and opportunities for MIT in the region. In addition to the MSLAO'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 Latin America. 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 LATAM.
- **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 donors to the MSLAO endowment fund.
- **Budget and Fiscal Disciplines (5%):** The Director of MSLAO will be responsible for working closely with 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 MSLAO. Also responsible for financial oversight of the Latin American Office. 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. Responsible for the oversight/monitoring of the MIT Chile Foundation.
- **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
- Fluency in Spanish required; knowledge of Portuguese is advantageous
- 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
- 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 within Latin America under the MSLAO responsibilities
- The Director manages an Associate Director coordinator all LATAM academic collaborations and Program Coordinator (Operations) for Global Programs

Competencies: Collaborate; Contribute; Engage; Manage; Lead

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.*