



MIT Position Description

Job Title: Academic Program Administrator	Position Title: Assistant Director, Academics & Events, MTC
Reports to: Associate Director, Programs and Events	%Effort: 100%
Department: Martin Trust Center for MIT Entrepreneurship	Grade 7

Hiring pay range: \$67,200-\$91,100

Position Overview:

The Assistant Director for Academics & Events for the Martin Trust Center for MIT Entrepreneurship will lead the Trust Center’s portfolio of academic initiatives. In addition to the overall responsibility for academics, the Assistant Director is responsible for logistics, operations, finances, and delivery of the Center’s academic courses, academic programs, and certificate programs.

Responsible for determining and managing course requirements; including internal and external resources, understanding and proposing changes to the nature and purpose of courses, reviewing syllabi and assignment dates, and effectively communicating with various stakeholders. Works collaboratively with faculty and staff to deliver courses designed to engage MIT students across campus to help them become more effective entrepreneurs. Acts as a liaison for entrepreneurship focused student clubs to the Center as they plan events, seek resources, and share best practices. Serves students in Trust Center co-curricular academic programs or events such as MIT Fuse, t=0, and/or the Silicon Valley Study Tour.

The Assistant Director is responsible for leading the Center’s certificate programs with the goal of engaging more students in the best fit entrepreneurship courses and programming for them including:

- Sloan MBA Entrepreneurship & Innovation Certificate
- Sloan Fellows MBA Entrepreneurship & Innovation Certificate
- Sloan Executive MBA Entrepreneurship & Innovation Certificate
- AeroAstro Innovation Certificate
- School of Engineering Undergraduate Entrepreneurship Certificate

The Assistant Director is available to help as needed with other events or programs throughout the year.

The Martin Trust Center for MIT Entrepreneurship is a student service center; therefore, the Academic Coordinator will be required to be based in the local area with the ability and willingness to work some early mornings, late evenings, and ~5 weekend days as required for classes, programs, or events. This individual should be able to travel (internationally or domestically) as needed for academic programs, approximately 2-3 times per year or as appropriate.

The Trust Center is currently working on a hybrid work schedule—80% on campus in Cambridge and 20% remote. The role is full-time.



Principal Duties and Responsibilities (Essential Functions):**

Program Development and Delivery (40%)

- Lead academic programs including course portfolio, program management, and events all from planning through delivery and refinement
- Strategize, evaluate, recommend, and implement changes and enhancements based on both quantitative and qualitative metrics and communicate feedback reports to faculty to optimize quality of teaching.
- Pilot new concepts in programming and event management to enable more efficient use of resources and to improve student experience
- Act as a liaison to bridge teams across Trust Center staff, EIRs, Trust Center teaching faculty, student funding, and Sloan academics
- Serve as the primary point of contact for students regarding course requirements, logistics, and timelines.
- Accountable for enrollment goals/metrics in core academic certificate programs
- Manages the Sloan School Entrepreneurship and Innovation (E&I) certificate program and associated events
- Leads the School of Engineering Entrepreneurship Certificate Program
 - Works in collaboration with Academic Administrators across departments at MIT to market and recruit students to certificate program
 - Manages applications and requirements management for all certificate programs offered by Center
 - Designs events and recruits speakers throughout the year for certificate events
 - Leads planning and execution of certificate graduation ceremonies
 - Prepares reports for Deans and Department Heads across MIT outlining engagement in Undergraduate Certificate program
- Also leads the E&I Certificate Program, Silicon Valley Study Tour, Fuse co-curricular program, Pozen Fellowship, and other events/programs as needed

Resource Management (30%)

- Lead annual teaching appointment process for teaching faculty of 30 individuals
- Recruits and onboards TAs, setting expectations and guidelines for their roles and responsibilities.
- Organize and lead trainings for staff of Teaching Assistants each semester
- Manages budgets for academic programs and events including SoE Certificate Program to ensure that all programs and events are run within budget limitations
- Model best practices in operational processes and procedures required to ensure the quality of academic programs and events to develop repeatable processes
- Main contact for all course instructors and Center faculty; responsible for building and maintaining relationships
- Negotiates contracts and pricing and follow through to ensure responsiveness of vendors and other resources for academic programs and events

Collaboration and Communication (30%)

- Participate in cross-functional project and event teams and proactively engage in continuous improvement of Trust Center academics and other programs
- Manage and maintain relationships with vendors, faculty and key stakeholders supporting the Trust Center
- Understand the nature and purpose of and be able to communicate about Trust Center programs, courses, and events
- Manage communications with students in advance of and during programs and events, including emails with important logistical information, materials and resources, and instructions
- Work collaboratively with the Director of Marketing and Communications to market academic programs and events
- Simultaneously balance the requirements of numerous programs/projects in varied stages of planning



Perform related duties and special projects as assigned

Other duties as assigned or required.

Supervision Received: Minimal supervision received from Associate Director, Programs and Events

Supervision Exercised: This position will have no supervisory responsibilities

Qualifications & Skills:

REQUIRED:

- Bachelor's degree
- Minimum 2 years of academic administration experience required.
- Proven track record of successful project/ program and event management
- Demonstrated ability to:
 - Organize, set priorities, and meet deadlines with minimal supervision
 - Multitask effectively and work with multiple stakeholders concurrently
 - Communicate effectively and professionally, both orally and in writing
 - Learn quickly and follow processes effectively, improve current processes and design, implement, and document processes for new tasks
- Strong computer and technical skills required, including MS Suite, Google, etc., and ability to learn new programs quickly
- Ability to work in a fast-paced environment and deal with last-minute changes while showing grace under pressure
- Deals with confidential information and/or issues using discretion and judgment
- Ability work effectively with all levels of the organization
- High degree of resourcefulness, flexibility, and adaptability

PREFERRED:

- Master's degree
- Experience in a related field, preferably academic coordination in higher education
- Familiarity with MIT and MIT Sloan policies and procedures strongly preferred
- Social media skills
- Design skills

Competencies: Contribute, Collaborate, Engage, Manage

*** 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.*