

---

### MIT Job Description

<b>Job Title: Mgmt 2, Admissions</b>	<b>Position Title: Associate Director, Marketing, Admissions</b>
<b>Reports to: Senior Associate Director</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Sloan Admissions</b>	
<b>Date: September, 2020</b>	

#### Position Overview:

#### Principal Duties and Responsibilities

1. *Strategic oversight of digital marketing/advertising (20%):*

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

2. *Team Leadership (20%):*

-

---

3. *Admissions Committee member (20%):*

- 
- 
- 

4. *Social Influencer relationship development (10%):*

- 
- 
- 
- 

5. *Content strategy (10%):*

- 
- 
- 
- 
- 

*Other Admissions Initiatives (10%):*

- 
- 
- 
- 
- 
- 

7. *Social media management (5%):*

- 
- 
-

---

8. *Program messaging and School branding champion (5%):*

- 
- 
- 

**Supervision Received:**

**Supervision Exercised:**

**Qualifications & Skills:**

- 
- - 
  - 
  -

- 
- -

- 
- 
- 
- 

- 

- 

- 
- 
-

---

**Competencies:**

- **Contribute**
- **Collaborate**
- **Engage**
- **Lead**
- **Managing**