

MIT Job Description

Job Title: Admissions Officer 1	Position Title: Recruiting Coordinator, Admissions
Reports to: Assistant Director, Admissions	% Effort or Wkly Hrs: 100%, 40 hrs/wk
Department: Sloan Admissions	

Position Overview:

The Program Coordinator for Admissions Recruiting is an integral member of the Admissions team. He/she provides high level organizational and administrative support to ensure that the recruiting efforts of the Admissions team run smoothly (this includes over 400 worldwide off-campus/virtual events and over 100 on-campus/online events each year). He/she will collaborate daily with the entire Admissions team, program offices (MBA, MFin, MBAn, SFMBA, MSMS), other Sloan/MIT staff and faculty, students, partners, alumni, candidates and vendors to recruit and enroll candidates to the six programs managed by the Admissions team.

Principal Duties and Responsibilities (Essential Functions):**

Event Administration/Outreach 50%

- Coordinates organization of all Admissions recruitment events; this may include managing logistics, coordinating staff, students and alumni, being a facilitator and collecting feedback to continuously improve our events.
- Supports implementation of all aspects of the Campus Visit Programs across programs (which typically brings over 3,000 visitors to campus each academic year) – this includes:
 - host matching with current students
 - registrant communications
 - meetings with staff
 - coordination with faculty
 - point of first contact for current and prospective students, guests and alumni
 - creates and monitors budgets for on-campus visit programs
- Organizes and facilitates Zoom sessions for recruitment/informational webinars
- Collaborates with Admissions Operations team in the planning, implementation and logistics for complex international and domestic travel and meeting plans for recruitment sessions and admissions interviews.
- Represents MIT Sloan Admissions within the MIT community and at recruiting events worldwide and virtually, including Sloan on the Road (SOTR), MFin/MBAn/SF info sessions, MBA Tour Fairs, and Forte events, etc.
- Sources and organizes outreach to alumni who participate in recruiting events; identifies speakers, panelists, and reception attendees.
- Collaborates with admissions operations team to develop reports in SLATE that will be used to track event attendance, conversion of attendees and help to create a model for predictive analytics
- Member of the planning committee for all conversion events, including AdMIT Weekend (two annual, three day long events which host up to 200 admitted MBA candidates at each), arranges admit visit days for all programs and leads admitted student outreach via email.

Candidate assessment and Application Review 20%

- Assesses and evaluates the fit of prospective applicants by reviewing candidate profiles, identifying suitable candidates, conducting phone conversations with them, and providing written feedback
- Reviews candidate applications for completeness and evaluates whether applicants meet minimum admissions criteria
- Manages current student matching for high priority applicants and admitted students, across degree programs (MBA, MFin, MBAn, MSMS, SFMBA).
- May conduct interviews of pre-qualified applicants

Administrative/CRM system support 20%

- Manages and maintains admissions CRM/application system (Slate):

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- Reviews and updates prospect/applicant communications in collaboration with Marketing Team
 - Creates and generates highly detailed reports for the directors to use throughout the year including, but not limited to: Event Dashboard, Inquiry reports, and works in collaboration with Operations team to develop predictive models to support future event planning.
 - Member of the Early Career Team that updates and identifies new school contacts for recruiting purposes.

Overall Program Support 10%

- Proposes, develops and implements efficiencies and improvements related to the recruitment, admissions and matriculation processes (from in-person information sessions to remote interactions with applicants and potential applicants, to intake issues with visas, housing, ID numbers, and financial aid, etc.)
- Provides support to Admissions team with logistical arrangements for, and staffing of, a variety of general admissions events, meetings, as needed.

Supervision Received: Reports to the Assistant Director of Admissions Recruiting; is able to work independently

Supervision Exercised: Provides direction and assistance to Admissions assistant and temporary support staff, as needed; provides supervision as needed and/or directed by Senior Associate Director, Admissions.

Qualifications & Skills Required/Preferred:

Required:

- Bachelor's degree
- Minimum of 3 years of work experience in academic administration.
- Strong project management skills including, setting priorities, meeting deadlines, motivating project teams, and managing budgets; ability to manage a portfolio of multiple projects from various partners simultaneously
- Experience with predictive modeling, desire for advanced proficiency in Excel and PowerPoint
- Continuous improvement mindset with initiative to seek out ways to perform duties with greater efficiency and accuracy and to cultivate such an environment so that others on the team share this mindset
- Outstanding oral and written presentation skills
- Ability to work autonomously in a fast-paced team environment in a flat organization and to function equally well as an initiator, facilitator and implementer
- Ability to work with/within a diverse community by modeling and promoting the values of MIT, including advocating for and demonstrating an understanding of the qualities that promote and sustain such a community

Preferred:

- Master's degree preferred
- 5 or more years of work experience in academic administration
- Knowledge of MIT and MIT Sloan preferred
- Supports a culture of experimentation; effective at influencing others; effective at coaching and developing others
- Deals with confidential information and/or issues using discretion and judgment

Competencies:

- Strong desire to **Contribute** – manages ambiguity and navigates change; demonstrates desire and drive for learning; is self-directed and proactive
- Willingness to **Collaborate** – works toward team success; collaborates with others; communicates openly and effectively
- Passion to **Engage** within the community – act with caring and a sense of community; fosters innovation and experimentation; builds diversity and inclusion
- Ability to **Lead** – focuses on impact and outcomes; influences others, initiates and sustains change