
MIT Job Description

Job Title: Mgmt 4, Program & Project Admin	Position Title: Senior Director of Academic Administration
Reports to: Senior Associate Dean and Chief Administrative Officer	% Effort or Wkly Hrs: 100%
Department: Dean's Office	Grade 12

Position Overview:

Reporting to the Senior Associate Dean and Chief Administrative Officer at the MIT Sloan School of Management, the Senior Director of Academic Affairs (the Senior Director) is a position that advances administrative services alignment for the faculty and research community through active, collaborative partnerships with the Dean's Office, the faculty, Faculty and Research Services and the Academic Areas.

The purpose of the role is to provide a consistent, strategic framework for administrative services that support the academic and research activities of the faculty. This includes continuing to develop, implement, and communicate consistent operating policies, approaches to hiring, onboarding, and staff development, shared resources, and proactive community development across all three current academic areas.

The position is responsible for developing mid to long-term plans and strategies managing a combined budget of \$10 million and 50 staff. Responsibilities require collaboration and integrated planning with a complex set of stakeholders including the Deputy Dean, Teaching and Learning, Faculty Area Heads, Faculty and Research Services, Degree and Non-degree programs, Student Services, Action Learning, Sloan Technology Services, Sloan Human Resources, and Sloan Finance.

Principal Duties and Responsibilities (Essential Functions):**

Organizational Scope

- Provides strategic leadership and partnership for all three current Academic Areas.
- Engages a complex set of stakeholders to assess needs, design and update policies, procedures, and systems to deliver administrative services to faculty.
- Provides counsel to MIT Sloan's senior leadership teams and Area leadership on administration and policies.
- Services on and leads School-wide and Institute committees.

Organization Development

- Develop strategies to advance organizational development across the Academic Areas including staff sourcing and selection, organizational structure, onboarding, training and development, equity and inclusion, hybrid work and other employment policies, rewards and recognition, and community development.
- Ensure the ongoing growth and development of staff, with a focus on career management, development, and retention.
- Develops and executes comprehensive change management and communications strategies.

Operations

- Develop consistent approaches to financial operations, IT infrastructure and tools, operational training, and space allocation principles and priorities.
- Continually improve organizational structure and roles and responsibilities to deliver administrative services effectively and efficiently.
- Collaborate with the Deputy Dean in the context of Sloan's space master plan to establish effective principles and policies for the allocation of assigned spaces.
- Partner with leaders in Administrative Services to develop work environments that enable faculty and staff to engage effectively in the work of the school.
- Presents reports and information to senior leadership teams analyzing metrics and trends and recommending needed actions.

Academic and Research Support

- Integrate and apply new school strategies for teaching and learning and instructional design into the operations of the Academic Areas.
- Collaborate with the Faculty Research Services and Research Computing to adapt and apply strategies for research services.
- Collaborate with the Deputy Dean and Teaching and Learning on the evolution of models for TA support.

Supervision Received: Senior Associate Dean and Chief Administrative Officer

Supervision Exercised:

Directors for the Academic Areas (3), Indirect supervision of teams comprising about 40+ administrative and support staff.

Qualifications & Skills:

Critical Competencies

- Focuses on impact and outcomes while working to make a difference and achieve organizational goals.
- Influences others by gaining commitment, buy-in, and support.
- Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes.
- Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school.
- Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches.
- Support a culture of experimentation by creating a safe environment for risk taking.
- Builds diversity and inclusion by modeling and promoting the MIT values and enabling an open and inclusive work environment.
- Manages people and teams by providing direction, support, and encouragement to accomplish organizational goals.
- Coaches and develops others by supporting learning and development to help maximize their potential
- Communication and presentation skills.
- Budget and business process oversight.

Qualifications

Master's Degree required. PhD preferred.

Minimum 7 years of administrative or operations experience and/or project/program management and working in/with faculty in a research-intensive academic environment.

At least 5 years of management and leadership of large teams.

Demonstrated success in working with senior administration and faculty/other academic stakeholders in influencing and generating consensus, trust, and buy-in to advance organizational goals.

Demonstrated experience in leading significant projects, in strategic planning, and data-informed program planning/development. Excellent written, oral, and presentation skills; experience in day-to-day operations.

Proficiency in using technology and software to facilitate administrative and research processes.

The ideal candidate has in-depth MIT/Sloan experience, and understanding of faculty and academic issues.

*** 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.*