

## MIT Job Description

<b>Job Title:</b> Program/Project Administrator	<b>Position Title:</b> Associate Director, MIT Sloan Sustainability Initiative
<b>Reports to:</b> Lecturer and Sr. Assoc. Director, MIT Sloan Sustainability Initiative	<b>% Effort or Wkly Hrs:</b> 100% Effort
<b>Department:</b> MIT Sloan	
<b>Date:</b> 6/15/2021	

### **Position Overview:**

The Sustainability Initiative’s vision is to empower leaders whose impact, professionally and personally, will ensure that humans and nature can thrive for generations to come. We deliver the best education in sustainability through course development, case creation and infusion, co-curricular activities including speaker series, and certification. We bring academic rigor to real-world challenges in key impact areas including climate, good jobs, energy, water and sustainable finance.

Reporting to the Senior Associate Director and Lecturer the Associate Director is responsible for ensuring that we continue to deliver the best of what MIT has to offer in sustainability education including continuous improvement of our flagship sustainability courses; ongoing efforts to infuse sustainability topics the entire spectrum of curricular offerings; and topical extra-curricular programming that evolves to the changing needs of the growing and diverse student body as they prepare for careers in the 21<sup>st</sup> century.

The Associate Director is also responsible for building cohort and community among current students and alumni, through program design and mentorship.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

#### **Sustainability Certificate Program Operations & Management 40%**

Much of the success of the Sustainability Certificate Program, a 5course program offering that allows MIT students to dive deep into the field of sustainability, relies on operations management and continuous process improvement. The Associate Director will lead efforts to design processes that ensure program operations are effective and efficient, including:

- Accurately representing the program to internal and external stakeholders including: Prospective Students; Admitted Students; Alumni and Prospective Donors; other MIT program offices; and peer schools. Engagement activities include organizing informational, recruitment and networking events, collaborative gatherings, webinars, etc.
- Managing projects, activities and strategies to ensure program operations are effective and efficient including: Identifying and tracking MIT courses that count towards the Certificate each semester; Identifying and tracking MIT students interested in pursuing the sustainability certificate and confirming student Certificate eligibility; Communicating with MIT Sloan education services office for student records and to confirm eligible courses, and maintaining a record of prospective, current, and past Sustainability Certificate recipients.
- Works with the Sustainability Initiative leadership team to ensure projects and initiatives align with the overall strategy have clear objectives and success metrics, including # of students taking one or more sustainability courses, # of students graduating with the sustainability certificate, overall program satisfaction.
- Collaborates with internal and/or external stakeholders to ensure the program is successful, and continues to grow and adapt, including: Collaboration with other MIT programs to ensure qualifications for the certificate meet the needs of all students while not interfering with their ability to pursue parallel academic studies; collaboration with other peer schools to ensure content and offerings are relevant and competitive.
- Develops and manages program budget.

#### **Sustainability Programming & Course Design – 40%**

In addition to the Sustainability Certificate offering, the MIT Sloan Sustainability Initiative also leads the effort at MIT to deliver educational programming in sustainability. This includes ongoing design and management of flagship course offerings, support for the development of supplemental course offerings in sustainability, support for the development of supplemental course materials in non-sustainability focused courses where sustainability content adds to the learning experience (infusion), and development on co-curricular sustainability content offerings. The Associate Director will be responsible for:

- Ongoing assessment of existing programming and course offerings relative to peer schools as well as with regard to the changing student needs over time. This includes developing methods of evaluating program offerings through quantitative and qualitative analysis.

- Ongoing market research to assess the relevance and need for sustainability programming, topics of interest to incoming students, and emerging needs of hiring managers. The associate director will be responsible for leading the effort to engage sustainability professionals and sustainability certificate alumni in focus groups to determine what skills are required for sustainability-related jobs.
- The associate director will lead yearly strategic planning sessions with the Sustainability Initiative team to assess existing sustainability certificate and programming activities relative to the overall Sustainability Initiative objectives and goals.

### **Sustainability Cohort Mentorship & Career Development – 20%**

So much of the success of the Sustainability Certificate and the Initiative relies on relationship management and mentorship. The Associate Director will be responsible for developing relationships with all students who show an interest in sustainability, and acting as a reliable resource for everything from course selection, club and conferences, and career. This includes scheduling informal check-in meetings, liaising with other program offices to address unique student needs, and designing opportunities for career development. The associate director will be responsible for managing the subsidized internship programs for sustainability students, advising on career direction, and connecting students to alumni for further mentorship and advice.

**Supervision Received:** Supervision is provided by the Initiative’s Lecturer and Senior Associate Director; position requires ability to perform with minimal supervision.

**Supervision Exercised:** No direct reports. Will require coordination with department admin, communications coordinator, as well as student advisors.

### **Qualifications & Skills:**

Required:

- Bachelors Degree
- Minimum 3 years of administrative, operations, and/or project/program management experience

Preferred:

- Graduate study is a plus.
- Domain knowledge in sustainability.
- Must excel at project design and management.
- Excellent communicator – verbal, writing, PowerPoint, and Excel skills.
- A clear understanding of continuous improvement.
- Ability to influence others to reach agreement.

### **COMPETENCIES:**

**Contribute** - Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness

#### **Collaborate:**

- Works towards team success with humility, both as a member and as a leader of formal and informal teams
- Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in a transparent and timely manner within and outside the school

**Engage:** - Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

**Lead:** - Focuses on impact and outcomes while working to make a difference and achieve organizational goals

*\*\* 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.*