
MIT Job Description

Job Title: Program / Project Administrator	Position Title: Associate Director, Sloan Undergraduate Education
Reports to: Director of Undergraduate Education	% Effort or Wkly Hrs: 100%
Department: Sloan Undergraduate Education	

Position Overview:

Sloan has three majors and three minors in Management, Business Analytics, and Finance. As of Fall 2022, there are 175 undergraduates majoring in Course 15 with another 50 minoring in Course 15. In addition, 41% of MIT undergraduates will take at least one Course 15 class during their MIT tenure, with the vast majority of these students not being a declared Sloan major or minor. The goal of our office is to support MIT undergraduates who enroll in our curriculum, support MIT undergraduates who take Course 15 subjects, and increase the awareness of the offerings in Sloan amongst all MIT undergraduates. We build community for those majoring, minoring, or taking a course at Sloan both within and between those groups and between and within the larger Sloan community and the larger MIT community. In order to build this community and ensure that students are able to succeed to the best of their abilities at MIT, we continually focus on and work towards creating and maintaining an equitable and inclusive culture that embraces diversity and empowers everyone to learn and do their best at MIT. As the only program at Sloan with equal presence in Sloan and the rest of the Institute, the Undergraduate Education Office is in a unique and important position serving as a bridge between the multiple MIT communities. In this role, the Associate Director will manage, solicit feedback about, and update the academic advising and support initiatives for Sloan undergraduate majors and minors and meet with prospective students about Course 15 offerings. The Associate Director will have the responsibility of auditing and ensuring that Sloan undergraduates fulfill their Course 15 and Institute requirements and manage the registration activities for students, faculty advisors, and the undergraduate office. The Associate Director will set the direction and monitor the effectiveness of the Course 15 faculty advisors. The Associate Director will be responsible for planning and organizing programs and events for current and prospective Course 15 undergraduates. The Associate Director will engage in professional development, committee work, and organize events, workshops, and/or trainings focused on diversity, equity, and inclusion.

Role eligible for flexible work schedule that aligns with Sloan Undergraduate Education guidelines.

Principal Duties and Responsibilities (Essential Functions):**

Advising – 40%

Works with Director and Assistant Director to monitor the academic progress of Sloan undergraduate majors and serves as the Course 15 academic advisor for double majors. Answers questions and provides advice for undergraduates interested in Sloan major, minors, courses, research, and other opportunities. Disseminates program information to parents, and other MIT academic departments and offices. Conducts information interviews with MIT applicants and potential MIT applicants. Stays informed about MIT resources available to support the academic, social, emotional, and career development of undergraduates. Works with re-admit/returning MIT undergraduates enrolling in Course 15 on their application and academic plans. Course 15 liaison for undergraduates seeking transfer credit for Sloan subjects. Creates a vision and implements said vision of a faculty advising system for Sloan undergraduates where faculty advisors are given a shared sense of best advising practices. This is accomplished by organizing and leading multiple training sessions throughout the semester that emphasize culturally responsive, inclusive, and equitable advising and prepares and distributes informational support for all advisors. Provides faculty with communication templates and ensures periodic check-ins with students. Matches students with their faculty advisors and maintains advisor-advisee assignment information for use by the Sloan School and by MIT. Creates an evaluation system to ensure effective advising and assistant faculty advisors with strengthening the advisor-advisee relationship. Attends MIT end of semester grades meeting to provide recommendations for Sloan undergraduate student actions and context about students' academic and outside academic situations. Provides letters for Course 15 undergraduate students participating in management curriculum-related off-campus internship experiences and ensures successful completion of associated curricular deliverables. Serves on Sloan-wide advising committee and provides learnings and trainings to Sloan undergraduate staff and faculty.

Academic Management – 30%

Responsible for ensuring accuracy of student academic database, managing and processing students' faculty advisor folders, and for producing academic audits each semester for use by students, advisors, and the program office. Provides final certification that all graduating majors and minors have fulfilled requirements for degree. Works with Director and

Faculty Directors to propose curriculum and degree updates based upon feedback solicited from students, faculty, alumni, and recruiters and also based upon curriculum changes or new degree offerings by other MIT departments. Serves as departmental liaison to the MIT Registrar's Office. Works with Sloan and MIT databases, including MIT Registrar applications, MITSIS, WebSIS, and MySloan. Serves as a member, ex officio, of the Sloan School Undergraduate Education Committee.

Diversity, Equity, and Inclusion - 15%

Works with Director and Associate Director to create and implement an action plan each year to support MIT and MIT Sloan's commitment to advancing a caring and respectful community that embraces diversity and empowers everyone to learn and do their best at MIT. Works with Director and Assistant Director to identify program specific metrics for diversity, equity, and inclusion and the strategies and programming needed to achieve those metrics. Takes on a leadership role on an institute or school committee focused on diversity, inclusion and/or wellness and serves as a member on a separate committee or group. Participates in professional development and educational opportunities focusing on concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities. Leads a training session or workshop for office staff and undergraduate students on learnings from the professional development and/or educational opportunity. Proactively develops or nurtures talent by mentoring junior colleagues.

Event Planning and Management – 10%

Designs and implements career-focused events, such as career panels and company visits, which complement the opportunities offered by MIT's Career and Professional Development Office. Additional event responsibilities include organizing the Faculty Lunch series, leading Course 15 Info sessions, and presenting at and/or assisting with other office events, such as Campus Preview Weekend, Welcome Reception, and Community Lunches.

Additional Duties – 5%

Fosters and maintains relations with central MIT offices and with other MIT academic departments to keep current on curricular and co-curricular initiatives that may present new opportunities for Sloan undergraduates and/or the Undergraduate Education office. Represents Course 15 at academic expos, information sessions, open houses and undergraduate administrators' roundtables. Responsible for student administrative functions, such as email mailing lists, student name plates and mail folders, and access to undergraduate student lounge. Works with the Director and Associate Director to develop, implement, and improve office initiatives.

Other duties as needed or required.

Supervision Received: Reports to the Director of Undergraduate Education.

Supervision Exercised: No direct reports. Coordinate work of students and/or other staff as needed.

Qualifications & Skills:

Required:

- Bachelor's degree
- Minimum 3 years of administrative, operations, and/or project/program management

Preferred:

- 5 years related undergraduate student academic administrative experience
- Master's degree in counseling, higher education, or related field
- 3 years MIT experience is highly desired, particularly working with students and academic administration or related work
- Individual must have excellent attention to detail, ability to initiate and manage multiple projects and tasks, strong interpersonal communication skills, and comfort with uncertainty and change.
- Mentoring skills and ability to work within a team environment is essential.

Competencies: Communicate; Collaborate; Engage

*** 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.*