MIT Position Description

Job Title:	Mgmt 1, Admissions	**Position Title and Job Number:**	Assistant Director of Admissions for Outreach (Yield & Outreach), 26047
Pay Grade:	7	**% Effort or Wkly Hrs:**	100%
Department:	Admissions	**Reports to:**	Associate Director for Outreach
Pay Range:	$68,540 - $92,380	**Date:**	August 31, 2026

Position Overview:

Reporting to the Associate Director of Admissions for Outreach, primary role is to oversee and manage MIT's yield programming, including both the in-person Campus Preview Weekend event and all virtual yield initiatives for admitted students and their parents. Develop and manage admissions programs, with a particular focus on virtual and in-person events for admitted students.

Under the direction of the Associate Director for Outreach, oversee the logistic and programming support for Fall recruitment travel planning with specifc responsibilities to manage the team to secure venues, review final information and upload to public facing web pages.

Serve as ancilliary support to the Assistant Director for Rural Outreach with a focus on supporting programs and logistics during Summer and Fall months (as capacity allows). Expectations to attend STARS in-person programs, read and participate in STARS fly-in admissions process from reading to committee and collaborating on summer vacation planning to serve as back-up support.

As an Admissions Officer, read and evaluate first-year and transfer applications, and serve on the admissions selection committee. Conduct online and on-campus information sessions, in addition to scheduling, coordinating and presenting regional information sessions throughout the country.

Principal Duties and Responsibilities (Essential Functions*):

Campus Preview Weekend

Oversee Campus Preview Weekend, MIT's spring yield program showcasing the Institute for over 1,200 admitted students and 1,000 parents. Coordinate all aspects of the event, working closely with the communications team, admissions staff and other departments throughout the Institute. Develop and maintain high-level relationships throughout the Institute to encourage volunteer participation in the program, with a particular emphasis on faculty involvement. Collaborate with other senior program managers at MIT as appropriate. In response to the increasing number of parents attending, develop engaging programs to improve the parent experience. Maintain careful control of CPW budget, maximizing program effectiveness with limited resources.

Application Review and Selection

Read and evaluate approximately 2,000 domestic and international first-year applications annually, which requires regular evening and weekend work from late October through mid-March. Participate in the first-year selection and transfer selection process.

Admissions Reception and Information Sessions
Counsel walk-in visitors, complete email correspondence and respond to phone calls from prospective students and guidance counselors. Regularly conduct on-campus information sessions for visiting students and parents.

Outreach Travel
Support the Associate Director of Admissions for Outreach on the logistical planning of Fall recruitment travel for staff, generally requiring securing meeting venues, processing invoices and agreements for a few dozen meetings across the contiguous US.

Independently schedule, plan and present numerous regional recruitment information sessions and high schools visits throughout the country, generally requiring 2 to 3 weeks of travel. Other travel obligations may include attendance at local and national college fairs, and occasional professional conference attendance.

Ancillary Support to STARS Network
Collaborate with the Assistant Director for Rural Outreach, who is the STAS network liaison, with a focus on supporting programs and logistics during Summer and Fall months (as capacity allows). The STARS network connects students from small towns and rural communities with the colleges, resources, and support they need to get there. Our partnership includes hosting in-person fly-in programs, year long webinars and group travel. Expectation to attend STARS in-person programs which includes student ambassdor kick-offs and working meetings and attend the STARS Fly-In, a 3 day on-campus program for ~25 students. Read and participate in STARS fly-in admissions process from reading to committee and collaborating on summer vacation planning to serve as back-up support.

Other duties as assigned.

Supervision Received:

Position reports to the Associate Director of Admissions for Outreach.

Supervision Exercised:

Position supervises one Admissions Counselor.

Qualifications and Skills:

Bachelor's degree; at least three years' relevant experience, including at least two years of experience in college admissions or related field; support for MIT's commitment to access, equity, and inclusion; excellent interpersonal, organizational, communication and public speaking skills; experience with project management, problem-solving, and analytical thinking; the ability to work collaboratively with a diverse range of people with both sensitivity and tact; ability to take initiative and transform ideas into practical solutions; experience developing and managing programs; keen attention to detail; ability to work independently with minimal supervision over sustained periods; superior judgment and discretion; and a driver's license. Regular evening and weekend work required during the academic year. Some travel by air annually.

PREFERRED EDUCATION AND EXPERIENCE:

Leadership, experience overseeing large scale events and proficiency with SLATE (Technolutions) are preferred.

* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.