

MIT Position Description

Job Title:	Communications and Marketing, Writer 2	Position Title and Job Number:	Assistant Dir. of Communications, Editorial, 26051
Pay Grade:	7	% Effort or Wkly Hrs:	100%
Department:	Admissions	Reports to:	Dir. of Comms and Special Projects
Pay range:	\$68,540 - \$92,380	Date:	September 15, 2026

Position Overview:

The Assistant Director of Communications, Editorial reports to the Director of Communications and Special Projects as a member of the broader team with a special focus on editorial operations.

The Assistant Director will work alongside the Director and other members of the team and office to write, edit, and review a wide variety of print and digital publications, presentations, and reports, ensuring that messages are correct, clear, and aligned with the respective voices and missions of MIT Admissions and Student Financial Services. This will involve rapidly traversing multiple domains, building trust with subject matter experts, and translating complex information intelligibly and approachably to various audiences.

They will also assist the Director in managing student workers (e.g. the admissions bloggers) to mentor and guide students on our most visible platforms, as well as identifying, monitoring, and engaging in key communities and audiences on other platforms (e.g. reddit, Discord, CollegeConfidential, etc).

This position is based in Cambridge, Massachusetts, with the flexibility to work from home some days a week.

Principal Duties and Responsibilities (Essential Functions*):

- Manage editorial operations and projects by writing, editing, and reviewing text across many domains and campaigns ensuring clarity of communications and quality of voice and style
- Independently meet, at the direction of the Director, with stakeholders and experts across the offices and the Institute to develop subject-matter expertise, synthesize feedback, build consensus, and push editorial projects through to publication
- Help manage student workers (e.g. the admissions bloggers), including developing and maintaining an authentic understanding of and connection to MIT's unique community and culture
- Monitor and represent the office(s) as needed and appropriate across online communities and platforms (e.g. reddit, Discord, etc), and advise the Director on developments in digital strategy based on their observant participation
- Some evening/weekend work may be required during unusual and exigent circumstances.
- Other duties as needed or required.

Supervision Received:

This position reports to the Director of Communications & Special Projects. Regular supervision includes weekly 1:1s and standing team meetings, as well as collaborative digital communication through email, Slack, and Trello. In general, the Director will set strategic priorities and provide operational and institutional guidance, and the Assistant Director will carry out defined tasks and/or autonomously identify tasks and processes to complete consistent with the Director's guidance.

Supervision Exercised:

No staff supervision; student supervision (of e.g. the bloggers) possible.

Qualifications and Skills:***MINIMUM REQUIRED EDUCATION AND EXPERIENCE:***

- A college degree and at least 2 years of communications experience with a focus on writing, journalism, documentation, or other related editorial work
- Distinguishing and demonstrated talent in clear writing and editing on complex subjects (policy, technical documentation, science writing, etc), with skill at aligning tone and voice for specific campaigns and publications, writing with/for many different audiences, and interpreting the needs and feedback of many key stakeholders
- Experience driving forward editorial work on multistakeholder projects and/or with crossfunctional teams
- Excellent interpersonal, organizational, project management, and written and verbal communication skills
- The demonstrability ability to come to understand, appreciate, and communicate MIT's unique culture and voice.
- Interest in supervising, mentoring, and/or counseling college-aged students and cultivating an environment of trust and safety. Open-mindedness and approachability required.

PREFERRED EDUCATION AND EXPERIENCE:

- Prior experience (formally or informally) in conflict mediation, youth camp counseling, or other mentorship roles ideal.
- A strong knowledge of, and authentic connection with, the MIT community.
- A natural inclination and instinct for participating authentically and responsibly in online communities