

MIT Position Description

Job Title:	Applications Support Analyst 1	Position Title and Job Number:	Communications Applications Analyst, 26052
Pay Grade:	7	% Effort or Wkly Hrs:	100%
Department:	Admissions	Reports to:	Dir. Of Communications and Special Projects
Pay Range:	\$68,540 - \$92,380	Date:	September 15, 2026

Position Overview:

The Communications Applications Analyst provides systems support and technical guidance to the Communications + Special Projects team.

Reporting to the Director of Communications and Special Projects, the Analyst works closely with the Admissions Operations team to support the execution of digital and print campaigns through various business processes in Technolutions Slate. The Analyst also provides backup support to the Associate Director of Communications on Deliver (the outbound email system in Slate) and exporting, importing, and cleaning data for print and digital campaigns.

Additionally, the Analyst will serve as an internal technical consultant for the Communications + Special Projects team across a range of projects for both offices, working to ensure internal systems are configured optimally to advance team goals, writing scripts to simplify tasks, editing code on websites and other on-line platforms, assisting the evaluation of technical elements of new systems, and providing technical advice to the Director on projects implemented by external agencies. The Analyst may also liaise with student computing groups that the team partners with – e.g. the Student Information Processing Board (SIPB) – on discrete projects and initiatives.

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

Principal Duties and Responsibilities (Essential Functions*):

- Support admissions recruitment and communications campaigns by supporting the implementation and execution of various business processes and data integrity operations in Slate
- Provide backup support to the Associate Director of Communications on Deliver
- Configure and maintain the technical elements of internal systems and platforms (e.g. Mailchimp, Wordpress, etc)
- Write and/or review HTML, CSS, Javascript, Python, and other similar coding languages/frameworks as required for communications initiatives and projects at the direction of the Director
- Some evening/weekend work may be required.
- 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 Analyst will carry out defined tasks and/or autonomously identify tasks and processes to complete consistent with the Director's guidance.

Supervision Exercised:

This position supervises no staff. However, based on interest and need, it may supervise student workers and/or liaise with MIT student computing groups that partner with the office on technical initiatives.

Qualifications and Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in a related field.
- At least 2 years of related professional experience
- Experience with at least one modern software development language/framework (e.g. Python) with the ability to learn and deploy more
- Demonstrated ability to master the foundations of Technolutions Slate
- Focused attention to detail and ability to proactively notice and correct errors and unexpected operations in complex systems.
- The interpersonal and project management skills to coordinate and translate effectively between the Operations and Communications teams.

PREFERRED EDUCATION AND EXPERIENCE:

- A college degree, continued education/professional certification, and/or a project portfolio in a technical discipline.
- Prior familiarity with configuring and querying Technolutions Slate.