

MIT Position Description

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| Job Title: Mgmt 2, Employer Services | Position Title: Associate Director – Employer Relations, Master of Business Analytics |
| Reports to: Director of the Master of Business Analytics Program | % Effort or Wkly Hrs: 100% / 40 Hours |
| Department: Master of Business Analytics | |
| Date: July 10, 2020 | |

Position Overview:

The Associate Director, Employer Relations, for the Master of Business Analytics (MBAn) is responsible for proactively developing, deepening, managing and expanding employer relationships with companies and organizations that are actively recruiting talent at the MIT Sloan Business Analytics Program. The Associate Director, Employer Relations, MBAn will contribute to and play a substantial role in providing consultative and broad based strategic thinking to align MBAn relationships and resources with the Employer interests of the Program.

This role has primary responsibility for developing and managing the efforts of an extensive program recruiting for major domestic and international firms (Tech companies, consulting firms, commercial companies, health care companies, automotive companies, governmental agencies, etc.) and other market players to best maintain the Capstone pipeline. This involves advising on recruiting strategy, leading and organizing recruitment efforts, program development and employer visits. This includes planning, scheduling, and ensuring companies' pre-recruiting events, presentations, career fairs, and on-campus interview visits run smoothly and meet the needs of highly engaged students and employers.

To support the success of the MBAn account manager model by industries, the Associate Director, Employer Relations, MBAn is expected to have and develop deep knowledge of the recruiting practices of assigned companies and industries and share these across the organization in a systematic way.

Principal Duties and Responsibilities (Essential Functions):**
Employer Relations and Operations (80%):

The Master of Business Analytics (MBAn) has developed a model of high-touch, customer-focused service that anticipates and addresses the changing needs of employers as well as of the varied student population enrolled in MBAn at MIT Sloan. The Analytics program requires customized strategies to identify and build relationships with employer recruiting contacts.

The Associate Director, Employer Relations, MBAn will provides recruiting services to students and employers by proactively developing strategies to build on and expand existing company relationships to enhance relevant recruiting resources for the Capstone experience.

The Associate Director, Employer Relations, MBAn will manage delivery of high-caliber company recruiting processes and work closely with employer representatives to advise on engagement strategy in the context of MIT MBAn's recruiting policies and procedures, and manage the logistics of their on-campus recruiting visits, especially during the month of January, peak for the Capstone project.



The Associate Director, Employer Relations, MBAn will contribute to and play a substantial role in providing consultative and strategic thinking to the MBAn team to align MBAn relationships and resources with career interests and objectives of the program's students. Systematically sharing knowledge of companies and industries with the MBAn team and students including ensuring current information and notes are in the Program's database as well working with the MBAn leadership team to provide key information for student advising.

The Associate Director, Employer Relations, MBAn leads employer outreach through activities such as cold calls, online outreach, and individual employer meetings and visits (virtual and in person when possible). Outcomes will be influenced and achieved using tools such as company research, recruiting activity, CDO employment reports and LinkedIn to prepare industry or company-specific briefs, and will present and communicate them to relevant audiences.

The Employer Relation role will be involved in planning and execution of companies recruiting events throughout the year including Analytics Networking Night, West Coast Trek and other relevant events (Hackathons, Career Fairs, Speaker Series etc).

Will evaluate plans, programs, and activities to ensure optimal quality and effectiveness of the recruiting strategies of for the MBAn program; will make recommendation for improvement to policies and processes in support of employer relations programs.

Student Relations (10%):

Oversees engagement level and interaction between students and employers. Identifies ways for students to learn and explore career opportunities while working closely with the CDO MBAn advisor and with the MBAn leadership team to advise students on recruiting policies, procedures and logistics; They will represent the MBAn in student club meetings, company visits, and domestic or international travels. The Employer Relations role is the primary source on practices, engagement and information about recruiting companies.

Key Relationships Beyond Students and Companies (10%):

Provides information, input, data, metrics, analytics, and recommendations to stakeholders including the Program Office, Faculty, staff, vendors and professional associations.

Other related duties as assigned.

Supervision Received:

The Associate Director, Employer Relations, MBAn will report to the Director of of the Master of Business Analytics.

Supervision Exercised:

Manages MBAn corporate relations functions. Provides input into others performance evaluations, and hiring decisions that impact the program.

Qualifications & Skills:

REQUIRED:

Education: Bachelor's degree in a related field

Experience: Minimum 5 years of professional work experience



PREFERRED Experience and Skills:

- Master's degree in a related field preferred
- Industry Services experience with professional work experience including a client- or customer-facing role. Ideally, working in either a university or corporation in a related function
- Demonstrated ability to balance needs of multiple stakeholders including employers, students, staff, and faculty
- Demonstrated ability to strengthen and expand client- or customer-relationships; ability to build strong relationships with employers, gain credibility through knowledge of MIT Sloan, and advise on the most effective methods to reach students
- Knowledge of top Tech, AI, Analytics, companies and experience in working with Masters' level students (desired)
- Experience negotiating sponsored research, collaboration, and other agreements; and ability to grasp complex issues and identify solution paths, communicate and negotiate with a diverse group of stakeholders, and work closely with academic administration and technology transfer professionals.
- Demonstrated ability to work with people of diverse cultures and backgrounds
- Demonstrated ability to be flexible and adaptable in a changing environment
- Demonstrated ability to thrive and contribute in a team environment, as well as work independently
- Demonstrated ability to effectively and constructively manage competing interests among different entities e.g., employers, students and school policies
- Highly self-motivated individual who is able to effectively prioritize and execute tasks in a fast-paced environment
- Superb attention to detail; strong analytical and problem-solving skills
- Strong written and oral communication skills; computer and web/databaseliteracy
- Experience marketing academic artificial intelligence and machine learning initiatives to Employer collaborators

Evening/night/weekend: Must be able to work flexible/extended hours during peak periods

Travel: Occasional travel for conferences, meetings, and company visits (20%)

Competencies:

Contribute

Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment

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

Is self-directed and proactive while advancing work and achieving results

Collaborate

Works towards team success with humility, as both a member and a leader of formal and informal teams

Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes

Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school



Engage

Acts with caring and a sense of community while demonstrating genuine respect towards every person
Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
Builds diversity and inclusion by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive

Lead

Focuses on impact and outcomes while working to make a difference and achieve organizational goals
Influences others by gaining commitment, buy-in, and support
Initiates and sustains change that creates value

** 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.