



## MIT Position Description

<b>Job Title: MGMT 5, Career Services &amp; Global Education</b>	<b>Position Title: Assistant Dean, CDO</b>
<b>Reports to: Senior Associate Dean for Undergraduate and Master’s Programs</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Career Development Office</b>	

### Position Overview:

The Assistant Dean is an experienced innovator and leader, who provides strategic vision and management, operations, services, programs, budget and staff of the Career Development Office (CDO), which serves all Sloan students and alumni, positioning them for success in an increasingly complex global business community. The Assistant Dean will continue to enhance and expand career education and job search programming for the advanced degree programs that are critical to the School’s success and develops a strategic approach to the creation and delivery of career services for alumni. They will manage existing relationships with employers and will identify new opportunities for impactful partnerships. They will provide visible and collaborative leadership to 26 professional staff, including three Directors, ensuring a high level of service and a rapid response to a changing global management landscape.

The Assistant Dean will lead technological and programmatic improvements (geared toward students, employers and alumni) to meet the changing needs of these groups, and to allow the CDO to be more data-driven in its work. Finally, the Assistant Dean will be responsible for the professional development of a top-performing staff and enhancing their career growth in the CDO.

### Principal Duties and Responsibilities (Essential Functions\*\*):

#### **Provide strategic vision and leadership for CDO and its staff (20%)**

The Assistant Dean will develop a long-term vision and strategy to successfully position the CDO in an increasingly competitive business education marketplace. This individual will ensure that services across degree programs and with alumni are delivered effectively and aligned with the strategic vision of the School, recognizing the distinction of each program while capturing the synergy value from the from the portfolio of programs strategy They will manage a team of highly engaged and skilled professionals. They will ensure that adequate systems and resources are available to manage growth; and that staff goals are aligned appropriately and their professional development is encouraged. They will foster an environment where staff are recognized as productive members of the MIT Sloan community, one that encourages collaboration, innovation, risk-taking and ownership.

#### **Anticipate and capitalize on trends and emerging developments in the global marketplace (20%)**



The Assistant Dean will lead the effort to ensure the CDO's approach is cutting-edge and nimble in its response to market changes and employment trends. S/he will regularly benchmark against peer schools and corporate human resources functions. They will be knowledgeable of how the market is changing, where future opportunities will present themselves and communicate effectively with employers on how students across all programs will satisfy their human capital needs. The Assistant Dean will work to design programming that meets the unique needs of the School's significant number of international students, as well as the growing executive level population.

**Enhance business development and corporate partnerships (20%)**

The Assistant Dean will take advantage of the significant opportunities to connect the School to business leaders and identify new opportunities for strategic partnerships. They will be an energetic leader capable of deep engagement and coordination in business development in concert with the team's Director of Employer Relations. They will help employers understand the value of engaging with CDO and why MIT Sloan is the choice for recruitment at every level. They will nurture relationships with employers that enhance recruitment and drive the School's visibility to higher levels of recognition.

**Raise the profile of CDO within Sloan and to alumni (15%)**

The Assistant Dean will be a strong advocate for the CDO in a way that captures the breadth of its mission and publicizes the concrete results of its work. They will be a visible leader, managing internal and external marketing initiatives, and will represent the School with business media on career and job-market trends and topics. They will raise the CDO's national and international presence by enhancing its position as a provider of exceptional career services in support of its diverse population of students and alumni.

**Manage resources and operations critical to the success of CDO (15%)**

Working closely with senior leaders CDO Coordinator, the Assistant Dean will provide strategic management of the CDO's resources, and will develop budgets and operational forecasts, including employment reports. They will develop metrics in order to analyze the effectiveness of programs and services, communicating the outcomes to MIT Sloan senior leadership, and will adjust programs responsively to the needs of students and employers. They will work to ensure client, staff, faculty, and student satisfaction at all levels and will foster an environment of exceptional customer service.

**Develop career education and job search programming for the career lifespan (10%)**

The Assistant Dean will take into account the quality of the student experience, ensuring that students at all levels have access to exemplary career services, and make student satisfaction a priority. Working closely with the Directors of Career Education and Executive Career Development, they will ensure that career services are developed and enhanced appropriately for students at varying levels of professional experience. This individual will encourage customized innovation for each distinctive degree program, while recognizing and leveraging thought leadership across programs, and explore ways to leverage partnership opportunities within MIT Sloan and external organizations. They will also develop a thoughtful approach, in collaboration with Executive Career Development Team, to the delivery of alumni career services, an increasingly important initiative that will assist in the competitive positioning of MIT Sloan.

**Supervision Received:**



Reports to Senior Associate Dean for Undergraduate and Master's Programs

**Supervision Exercised:**

Manages Career Development Office team (26 professional staff, including three directors)

**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

*Masters Degree in related field required.*

*Minimum 10 years of career services experience required, preferably in and academic setting.*

The ideal candidate may come from a number of backgrounds, including higher education or relevant industries/non-profits. Most critical will be a demonstrated knowledge of management education and career management, as well as a proven track record of successfully managing a diverse and talented team of professionals. The candidate must demonstrate excellent interpersonal and communication skills to be an effective representative of Sloan with executives and corporate partners, and a key liaison to the School's leadership team, faculty, students, and highly-successful alumni.

The successful candidate will demonstrate most of the following experience and personal qualities:

- An understanding of the nature of management education and the needs and aspirations of Sloan students, alumni, and corporate partners.
- Must be market-oriented; have an understanding of the ways in which the employment market for student and alumni is changing and the ability to adapt or create services as needed.
- A track record of innovation which could come in numerous forms— programmatic, technological, etc.
- Strong leadership skills and a track record of effectively managing a diverse and talented team of professionals; deep experience in developing staff and building effective teams is essential.
  
- An understanding of and appreciation for the use of performance metrics and data-driven decision-making.
- A keen eye for operational efficiency and optimal use of resources.
- The credibility, maturity, and sound judgment required to effectively engage, influence and leverage a broad range of internal and external stakeholders.
- Superior communication skills and the ability to connect with a variety of audiences including Sloan's senior leadership, faculty, senior executives, and the media; the experience and ability to be an effective, thoughtful and outgoing spokesperson for Sloan.
- Excellent interpersonal skills as well as a high degree of comfort working on a global basis; cultural sensitivity as well as a commitment to a diversity of perspectives and an excitement for global cultures.



*PREFERRED EDUCATION AND EXPERIENCE:*

*PhD preferred*

In addition to the competencies necessary to achieve the goals indicated above, the personal and professional competencies desired include the following:

- An ethical track record of promoting equality, diversity, mutual respect, and fairness
- Excellent communication skills, both verbal and written
- Ability to establish trust, credibility and influence within the School and with potential employers and other external stakeholders.

**Competencies:**

**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

**Manage**

**Supports a culture of experimentation** by creating a safe environment for risk taking

**Manages people and teams** by providing direction, support, and encouragement to accomplish organizational goals

**Coaches and develops others** by supporting learning and development to help maximize their potential

**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



\*\* 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.

