



MIT Position Description

Job Title: Career Development Counselor, 2	Position Title: Associate Director, Executive Career Development
Reports to: Director, Executive Career Development	% Effort or Wkly Hrs: Fulltime/ 40 hours
Department: Career Development Office	
Date: June 22, 2020	

Position Overview:

As a key member of the Executive Career Development Team (ECDT), the primary purpose of this role is to oversee and drive all career education planning, curriculum design, and delivery for the Sloan Fellows MBA (SF MBA) degree program, the Executive MBA (EMBA) degree program, Alumni and any future executive MBA degree programs that are added to Sloan’s offerings. The secondary purpose is to deliver group workshops and one on one advising including delivering Self studio to the SF MBAs.

Principal Duties and Responsibilities:

Curriculum/Program Design and Advising (70%)

- Design and deliver group workshops and group advising for the SF MBA population, which includes iterating and delivering Self Lab and facilitating industry sub-groups. Self studio is a workshop program that allows SF MBA students to reflect and establish their goals and align those goals to their curriculum and to their career development strategy and plans.
- Design and build an online career development curriculum to enable a structured/self-pace program, which will be piloted with the SF MBAs and later expanded to any new blended executive MBA degree program.
- Create and deliver workshops for the SF MBAs on career and other resources available to students as well as on tactical topics that help students create effective branding, networking and execution plans.
- Conceive and help develop any new programming that can contribute to the CDO’s larger efforts to deliver a holistic career development program for all executive degree programs and Alumni. Collaborate with members of the MBA and Specialty Masters program team to share programming content that can serve all populations and deliver a consistent high impact customer journey.
- Plan and deliver with other members of the Executive Career Development Team a content strategy to ensure timely and impactful content delivered through Your CDO to provide diverse points of view and career education information to the three current populations covered by the ECDT – EMBA, SF MBA and Sloan Alumni as well as any future degree programs.
- Collaborate with the Employer Relations and Recruiting (ER&R) team and Associate Director, Alumni Strategy and Employer Engagement to share company insights and gather actionable feedback to continuously improve career education.
- Provide one on one career advising to the SF MBAs and Alumni.
- Fill in for one on one advising with Alumni and EMBA’s when other members of the ECDT team are away on vacation or on business travel.



Program Management (30%)

- Partnering with the ECDT Director, develop, own, and manage the annual program planning across all three populations covered by the ECDT. This includes working with the primary ECDT staff member for each degree population to ensure that the program strategy is clear and designed to meet the specific career needs of each respective population.
- Work closely with the SFMBA and EMBA program coordinator to oversee management of all career workshops, panels, and more delivered by the ECDT or selected third parties.
- Collaborate with the CDO marketing team to develop engaging program descriptions; manage sending out all program marketing via email, Sloan Groups or Slack as needed.
- Oversee the creation and delivery of post-event surveys for the SFMBA and EMBA ECDT events. Analyze survey results to help inform the following year's programming strategy.
- Work with the ECDT Director to develop all intake, mid-year and end-of-year surveys to measure student engagement, satisfaction, and feedback as well as capture student employment/career transition outcomes for the SFMBAs and EMBA; partner with the department's Data Analyst to create visuals that convey a clear story from the data.
- Engage with stakeholders across the MIT ecosystem to facilitate collaboration, share information and resources, and deliver a coordinated customer journey for students.
- Plan and manage any Executive Coaching Contractors time and schedule.

Other duties as needed or required. Travel may be required to attend conferences or training.

Supervision Received:

This role reports to the Director, Executive Career Development. Bi-weekly one on one meetings and weekly team meetings are expected.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree
- 3+ years' of career services experience with proven ability to work with executives; knowledge of the career development process is required.

PREFERRED EDUCATION AND EXPERIENCE:

- Preference for a graduate degree in Business, Human Resources, Organizational Development or Education or similar.
- Proven ability to work with executives; knowledge of the career development process is required.
- Market understanding and knowledge of the changing nature of work.
- Understanding of the higher education landscape with particular knowledge of executive-level MBA education, executive talent management, and development of typical executive career paths.
- Program design and delivery with curriculum design background in career education. Market savvy and strategic mindset interested in understanding talent trends.
- Experience coaching and advising executives on career transitions.
- Evening/night work will be required due to programming. Travel to an annual conference.
- Ability to deal with confidential information and/or issues using discretion and judgment.
- Experience with building online programming in Canvas a plus
- Given the international nature of our work, preference also for someone who has worked with international executives/environments.
- Ability to engage and present to a senior-level executive audience and develop key relationships.



- Ability to develop and manage programs and deliver against key performance indices.
- Ability to operate with ambiguity and not be afraid of trying new ideas.
- Creative spirit with a fundamental desire to unleash human potential.

Competencies:

Contribute

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

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