
MIT Position Description

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

Position Overview:

The Associate Director (AD), Career Education represents the Career Development Office (CDO) of MIT Sloan to ensure the highest levels of career preparation for 800+ Master of Business Administration (MBA) students, our top-ranked flagship degree program at MIT Sloan, and 48+ Leaders for Global Operations (LGO) students, and 10+ Master of Management Science (MSMS) students. Providing career development support and services for these students, the AD, Career Education works closely with the Director of Career Education, other Career Education team members as well as colleagues focused on the specialty masters populations including the Senior AD of Specialty Masters, Career Education, and ADs of MFin and MBAn Career Education. The AD creates and delivers comprehensive career education curricular materials and programming, spends significant time individually advising and coaching students, and engages with student clubs, alumni, employers, and faculty to inform and support the career education process.

Principal Duties and Responsibilities:

Advising (60%):

- Provides one-on-one advising to students on all aspects of career development
- Coaches and guides goal setting, self-reflection, and career exploration with students
- Reviews materials (resumes, email outreach, cover letters, LinkedIn profiles, etc.) and job search techniques and strategies, including effective networking, interview preparation (behavioral, case, and technical), and offer negotiations
- Must be comfortable with and able to address the emotional needs and stresses of highly motivated graduate students in the early stages of their careers
- Proactively reaches out to students to understand progress and provides insights to CDO team and other MIT Sloan internal stakeholders on student success, outcomes, and trends

Career Education and Programming (20%):

- Actively contributes to the strategic design and delivery of relevant, innovative, and timely career programming for the MBA, LGO, and MSMS students to enable student success
- Innovates and leverages cutting-edge tools and technologies to provide best-in-class career programming that is customizable and scalable in both small and large group settings, online/on-demand, and in-person
- Identifies and manages opportunities to engage guest speakers, alumni, and industry experts in career education programs and/or in partnership with student clubs, and solicits market feedback to guide programming with industry needs
- Collaborates with the MBA and LGO Program Offices and other internal stakeholders to ensure career education programming is consistent with and attune to broader student needs and requirements



Employer Relations/Industry Knowledge (10%):

- Collaborates with the Employer Relations & Recruiting (ER&R) team to maintain knowledge for advising, understand recruiting processes, and share insights with employers
- Shares student feedback on target employers to help identify employer outreach strategy; participates in communication and employer visits with ER&R colleagues when possible
- Gathers actionable feedback from students and/or employers to continuously improve career education for the MBA, LGO, and MSMS students
- May accompany students on industry “treks” or study tours and participate in career development and industry conferences in the U.S. and abroad
- May eventually engage directly with employers to support the ER&R efforts

Clubs and Career Communities (5%): The AD is actively involved in the student-run industry, affinity, regional, and other professionally focused clubs. This may entail partnering with the clubs in the development of a calendar of events and activities for the MIT Sloan finance community, acting as a point of contact within the CDO, and sharing knowledge across platforms to educate and uncover opportunities.

Communication (5%): Contributes to the design and distribution of timely CDO newsletters to students and customized resources and blogs for the Your CDO website. Assists in creating content for online and print materials to market the MBA program and career outcomes.

Other duties may be required to support the broader Career Education efforts and CDO team, including occasional travel and attendance at events in the evenings, especially during peak times. Expected to partner closely with the MBA and LGO Program Offices and may need to collaborate with Admissions to assist in recruiting and interviewing efforts of prospective and admitted students.

Qualifications & Skills:

Required:

- Bachelor’s degree in related field
- Minimum 3 years of career services

Preferred:

Exceptional candidates will possess:

- Master’s degree and a minimum of five years professional work experience; MBA or similar graduate degree highly preferred
- Solid knowledge of post-MBA careers preferred
- Professional experience in career development and/or corporate recruiting
- Strong career development coaching, collaboration, and communication skills
- High level of comfort presenting to both large and small groups, both in-person and online
- Ability to think strategically, manage projects, set priorities, and meet deadlines
- Team player with a focus on impact with both student and team success
- Desire to innovate, continuously learn, and experiment
- Motivation and an appreciation for MIT Sloan’s mission “to develop principled, innovative leaders to improve the world and to generate ideas that advance management practice”
- Humility, humor, and a passion for helping students reach career goals



Competencies:

- Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes
- 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