



## MIT Position Description

<b>Job Title:</b> Recruiting Coordinator 3	<b>Position Title:</b> Associate Director, Employer Relations and Recruiting
<b>Reports to:</b> Director of Employer Relations & Recruiting	<b>% Effort or Wkly Hrs:</b> 100% / 40 Hours
<b>Department:</b> Career Development Office	

### Position Overview:

The Career Development Office (CDO) has developed a model of high-touch, customer-focused service that anticipates and addresses the changing needs of employers as well as the varied student populations enrolled in master's-level programs at MIT Sloan. The multiple academic programs require customized strategies to identify and build relationships with recruiting contacts for each academic program.

The Associate Director is responsible for proactively developing, deepening and expanding relationships with companies and organizations that are actively recruiting talent across the MIT Sloan portfolio of academic programs, currently including MBA, MFin, MBAn, Sloan Fellows MBA, and EMBA. The Associate Director will contribute to and play a substantial role in providing consultative and broad based strategic thinking about aligning CDO relationships and resources with the career interests of students across multiple programs. This role has primary responsibility for developing and managing the activities of an extensive campus recruiting programs for major domestic and international finance firms (investment banks, asset managers, commercial banks, digital banks, private equity and venture capital funds, etc.) and other market players. This involves advising on recruiting strategy, scheduling, and ensuring companies' pre-recruiting events, presentations, and on-campus interview visits run smoothly and meet the needs of highly engaged students and employers. They will also work closely with student club leaders to ensure smooth communication and execution between company club events and CDO events. As we are in an account manager model by industries, The Associate Director is expected to have/develop deep knowledge of the recruiting practices of assigned companies and industries and share these across the organization in a systematic way. The Associate Director will also be responsible for being the primary contact for other industries as needed.

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

#### **Employer Relations and Operations (75%):**

- The Associate Director will proactively contribute to and develop strategies to build on and expand existing company relationships to enhance relevant recruiting resources for each student population.
- The Associate Director will manage delivery of high-caliber recruiting processes and work closely with employer representatives to advise on recruitment strategy in the context of MIT Sloan's recruiting policies and procedures, and manage the logistics of their on-campus recruiting plans.
- The Associate Director will contribute to and play a substantial role in providing consultative and strategic thinking to the CDO team about aligning CDO relationships and resources with career interests of students across multiple programs.



- Systematically sharing knowledge of companies and industries with the CDO team and students including ensuring current information and notes are in the career database as well working with Career Advisors to provide key information for student advising.
- The Associate Director will use tools such as company research, recruiting activity, CDO employment reports and LinkedIn to prepare industry or company-specific briefs, and will present/communicate them to relevant audiences.
- The Associate Director will be involved in planning and execution of recruiting events throughout the year including Networking Night, New York Banking Day and Career Fai
- Will evaluate plans, programs, and activities to ensure optimal quality and effectiveness; will make recommendation for improvement or changes as necessary.

**Student Relations (15%):**

- Advises students on recruiting policies, procedures and logistics; works with students to resolve conflicts between students and companies, monitors student satisfaction and recommends improvements; and acts as student resource and advocate.
- Represents the CDO in student club meetings, company visits, and domestic or international treks.
- The Associate Director is the primary source on practices and information about recruiting companies.

**Key Relationships Beyond Students and Companies (10%):**

- Provides information, data, metrics, analytics, and recommendations to stakeholders including Academic Program Offices, Faculty, CAPD, OER, STS, vendors and professional associations.

**Other related duties as assigned.**

**Supervision Received:**

The Associate Director will report to the Director of Employer Relations & Recruiting.

**Supervision Exercised:**

Will supervise temporary or special staff as required by the Director.

**Qualifications & Skills:**

**REQUIRED:**

**Education:** Bachelor's degree in a related field

**Experience:** Minimum 3 years of career services required.

**Preferred Experience and Skills:**

- Master's degree in a related field preferred
- Professional work experience required, including experience in 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 finance companies and other industry sectors
- Experience working with Masters' level students
- Reputation for value added contribution and insightfulness while working with people of diverse cultures and backgrounds
- Proven 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/database literacy

**Evening/night/weekend:** Must be able to work flexible/extended hours during peak periods (approximately four months per year)

**Travel:** Occasional travel for conferences, meetings, and company visits

### 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.