



## MIT Position Description

<b>Job Title:</b> Recruiting Coordinator 2	<b>Position Title:</b> ASSISTANT DIRECTOR OF EMPLOYER RELATIONS AND RECRUITING (ER&R)
<b>Reports to:</b> Director of Employer Relations & Recruiting	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> Career Development Office	

### Position Overview:

This role will focus on enhancing overall employer engagement and ensuring a seamless recruiting service experience for Sloan students as a key member of Sloan’s Career Development Office. This role will cover the nonprofit, government, public innovation sectors, as well as, other areas. The role will include event and service delivery; core account and relationship management; implementation of new and existing recruiting activities; and providing high-touch, customer-focused recruiting services for all student and alumni populations across the Sloan portfolio. The position involves building and maintaining relationships with multiple constituencies including students, employers, alumni, faculty, and staff.

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

**Employer Relations Engagement and Operations (75%):** The CDO has created a model of high-touch, customer focused service that anticipates and addresses the changing needs of employers and students. The Assistant Director, ER&R will work closely with the Employee Relations & Recruiting team to deliver the highest quality level of services and processes. This role will cover the nonprofit, government, public innovation sectors, as well as, other areas. The role will include event and service delivery; core account and relationship management; implementation of new and existing recruiting activities; and providing high-touch, customer-focused recruiting services for all student and alumni populations across the Sloan portfolio. The position involves building and maintaining relationships with multiple constituencies including students, employers, alumni, faculty, and staff.

Works closely with company representatives (including alumni), ranging from personnel staff to senior executives, to manage the logistics of their recruiting processes, including on campus recruiting activities; scheduling employer events and troubleshooting conflicts; overseeing relationships with external vendors who provide the CDO with recruiting-related services; and acting as a resource to students and recruiters regarding company visits and interview schedules. Position requires extended hours during peak periods.

**Student Relations (15%):** In conjunction with other members of the CDO, the Assistant Director advises students on recruiting logistics, policies and procedures. The Assistant Director acts as a resource for students on company-specific information, including making connections with Sloan alumni within recruiting and other companies.

**System Expertise (10%):** The Assistant Director will regularly update, publicize and monitor information in the CDO's career management system database and ensure all information is accurate. Approves and declines job postings on a daily basis. Acts as a system resource for students and recruiters. Plans and executes significant recruiting events (e.g. Networking Night, Career Fair, Industry Fairs). Source and compile quantitative and qualitative data and generates standard reports from database.

**Other:** Will support other career-related activities for the CDO on an as-needed basis.



**Other related duties as assigned.**

**Supervision Received:** The Assistant Director (ER&R) will report to the Director of Employer Relations & Recruiting.

**Supervision Exercised:** none

**Qualifications & Skills:**

**REQUIRED:**

- Bachelor's degree in a related field
- Minimum 2 years of career services experience
- Experience in a corporate or external recruiting role and/or an employer relations or career services background.
- Self-motivation; excellent interpersonal, operations, and project and process management skills;
- An appreciation for diverse cultures and backgrounds;
- Diplomacy and excellent judgment;
- Ability to balance the needs of students, alumni, and employer constituencies;
- Ability to work in a strong team-oriented environment and to function equally well as an initiator, facilitator and implementer; experience with and proficiency making oral and written presentations;
- Ability to set priorities and meet deadlines in a fast-paced team environment
- Must be computer and web literate, including proficiency with Microsoft Office, spreadsheet analysis, presentation preparation, and utilizing databases.

**PREFERRED:**

- Master's degree preferred;
- Five years of professional work experience;
- Familiarity with MIT and MIT financial processes, databases, policies and procedures.
- Experience in a client or customer-facing role.
- Excellent interpersonal and customer service skills
- Keen attention to detail; strong analytical and problem-solving skills
- Strong written and oral communication skills; computer and web/database literacy

Must be able to work flexible/long night and weekend hours to staff events and workshops and to prepare material for deadlines. There will also be 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

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

*\*\* 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.*