
MIT Position Description

Job Title: Career Development Counselor 2	Position Title: Associate Director, MBA Career Development
Reports to: Sumayya Essack Sr. Associate Director, MBA Career Development	% Effort or Wkly Hrs: Fulltime/ 40 hours
Department: Career Development Office	Grade 8

Position Overview:

The Associate Director (AD), MBA Career Development represents the Career Development Office (CDO) of MIT Sloan to ensure the highest levels of career preparation for 900+ Master of Business Administration (MBA) students, our top-ranked flagship degree program at MIT Sloan, and 50+ Leaders for Global Operations (LGO) students, and 20+ Master of Management Science (MSMS) students. The AD, MBA Career Development works closely with the Director of Career Development, the Sr. AD of MBA Career Development, other Career Development team members to execute career development and support services for students including career advising, career education and outcomes tracking. 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.

Role eligible for a hybrid work schedule that aligns with CDO practice.

Principal Duties and Responsibilities:

Advising (40%):

- Provides one-on-one advising to students on all aspects of career development, including tracking appointments and notes in the career advising system
- Coaches and guides goal setting, self-reflection, and career exploration with students
- Reviews materials (resumes, email outreach, cover letters, LinkedIn profiles, etc.) and provides effective advising on 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-to-mid 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 career outcomes. Collects, analyzes and reports on student employment outcomes and trends.
- Advises students on recruiter needs and expectations in large group and individual advising meetings.

Career Education and Programming (40%):

- 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 career success including career classes and workshops, career mentorship programs and admissions career programs/panels.
- 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 attuned to broader student needs and requirements

Employer Relations/Industry Knowledge (10%):

- Attends employer events and industry sessions on campus to continuously learn about MBA career paths, employers and changing industry changes trends
- 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, 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. Explains and clarifies complex information to students and internal stakeholders. Communicates openly and effectively by exchanging high-quality information, ideas and opinions in an open and timely manner.

Other duties may be required to support the broader Career Development 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 collaborate with Admissions to assist in recruiting efforts of prospective and admitted students.

Qualifications & Skills:

Required:

- Bachelor’s degree in related field
- Minimum three years of relevant professional work experience
- Solid knowledge of post-MBA careers (consulting, finance, technology etc.)

- Ability to think strategically, manage projects, set priorities, and meet deadlines



- Team player with a focus on impact with both student and team success
- Professional experience in career development and/or corporate recruiting/HR

Preferred:

Exceptional candidates will possess:

- Master's degree and a minimum of 3-5 years working in career services or a related field such a recruiting/human resources
- MBA or similar graduate degree highly preferred
- Strong career development coaching, collaboration, and communication skills
- High level of comfort presenting to both large and small groups, both in-person and online
- Desire to innovate, continuously learn, and experiment
- Motivation and 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: Contribute: Collaborate: Engage: Manage

- Is self-directed and proactive while advancing work and achieving results
- 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
- Works towards team success with humility, as both a member and leader of formal and informal teams
- Influences others by gaining commitment, buy-in and support
- Acts with caring and a sense of community while demonstrating genuine respect towards colleagues and students
- Initiates and sustains change that creates value

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.