

---

## MIT Job Description

<b>Job Title:</b> Career Development Counselor, 2	<b>Position Title:</b> Associate Director, MBA Career Development
<b>Reports to:</b> Sr. Associate Director, MBA Career Development	<b>% Effort or Wkly Hrs:</b> Fulltime/ 40 hours
<b>Department:</b> MIT Sloan School of Management, CDO	<b>Grade 8</b>

### 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 other Career Development team members to execute mid-career development and support services for students. This includes career advising, career programming, and tracking outcomes. 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.

This is a hybrid role with the expectation of working on site at least 2 days per week, with additional days as needed.

### Duties and Responsibilities:

#### Advising, Club Engagement, and Communications (50%):

- Provides expertise in all aspects of mid-career management topics in one-on-one and group settings. This includes career path selection, self-reflection, goal setting, resume and LinkedIn reviews, industry trends, recruiter needs, career change strategy, career storytelling, networking, interview preparation, negotiation, and more.
- Supports strategic and customized follow up by tracking appointments, maintaining up-to-date notes in the career advising system
- 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.
- The AD is assigned as the liaison to several student clubs; this includes partnering in the development of events, attending club events, acting as a point of contact within the CDO, and sharing knowledge across platforms to educate and uncover opportunities.
- Contributes to the content and distribution of CDO student newsletters and other messages.
- Assists in creating content to market the MBA program and career outcomes.
- Synthesizes incoming information across multiple platforms and develops concise, coherent student and stakeholder communications.

#### Career Education and Programming (40%):

- Actively contributes to the strategic design and delivery of relevant, innovative, and timely career programming including career classes and workshops, career mentorship programs and admissions career programs/panels. Assess program effectiveness and identifies opportunities for improvements.
- 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 and partners 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%):**

- Collaborates with the Employer Relations & Recruiting (ER&R) team to maintain company and industry knowledge for advising, understand recruiting processes, and share insights with employers and students.
- 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.

Other duties may be required or assigned to support the broader Career Development efforts and CDO team, including occasional travel and attendance at events in the evenings, especially during peak times. May assist Admissions Office in recruiting efforts of prospective and admitted students.

**Supervision Received:** Sr. Associate Director, MBA Career Development, MIT Sloan Career Development Office.

**Supervision Exercise:** N/A - this is an individual contributor role.

### **Required Qualifications:**

- Bachelor's degree in a related field.
- Minimum 3 years of career services experience combined with at least one of the following:
  - A minimum of 8 years of work experience in a relevant business setting
  - A minimum of 5-7 years' experience with MBA career advising, graduate student career advising or mid-career business professional career advising
  - A minimum of 5-7 years' experience in HR, recruiting, talent acquisition or as a hiring manager.
- Knowledge of career topics including career exploration, networking strategy, resumes, cover letters, LinkedIn, interviewing, salary negotiation, personal branding.
- Demonstrated knowledge of at least one post-MBA career path (such as consulting, finance, technology, healthcare, etc.).
- Experience maintaining and analyzing detailed data and using data to inform decisions and make strategic recommendations; proficient in Excel.
- Exceptional communication and presentation skills, including the ability to develop and present high quality slides and engage confidently with students, alumni, colleagues, employers, and stakeholders verbally and in writing. Ability to communicate effectively in a hybrid environment.
- Experience designing and delivering programming, workshops, or classes for mid-level professionals.
- Ownership mindset and excellent ability to proactively drive projects start-to-finish, define and execute processes, set priorities, and meet deadlines in a fast-paced environment with minimal oversight.
- Self-motivated learner with the initiative to continuously learn and develop career development and industry expertise.
- Demonstrated experience navigating a complex or matrixed environment.
- Exceptional attention to detail coupled with an ability to think strategically.

### **Preferred**

- MBA preferred

### **MIT Sloan Competencies: Lead, Engage, Contribute, Collaborate, Manage** (example below)

1. Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
2. Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
3. Works towards team success with humility, as both a member and a leader of formal and informal teams
4. 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

5. Focuses on impact and outcomes while working to make a difference and achieve organizational goals
6. Coaches and develops others by supporting learning and development to help maximize their potential

---

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job 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.*