
MIT Job Description

Job Title: Diversity & Inclusion Specialist	Position Title: Associate Director, CDO Diversity, Equity, Inclusion
Reports to: Assistant Dean, CDO (with dotted line to Assistant Dean, DEI)	% Effort or Wkly Hrs: 100%
Department: Career Development Office	

Position Overview:

Following its [2017-2018 Report on Diversity and Community](#), MIT Sloan School of Management (MIT Sloan) has made a strong commitment to and investment in the work of diversity, equity, inclusion (DEI). In response to the taskforce report, MIT Sloan has appointed two Associate Deans and recently hired an Assistant Dean of DEI who will work collaboratively to create a community that encompasses all dimensions of diversity and fosters excellence within MIT Sloan. This includes diversity of identity, thought, role, and perspective.

MIT Sloan recognizes the critical role that the Career Development Office (CDO) plays in advancing DEI, not only as a student facing team who guide the career journey of each student across the portfolio of programs, but also in its role as a bridge to hundreds of organizations who recruit and retain MIT Sloan graduates. Acknowledging the unique challenges of under-represented students (BIPOC, first-generation, Women, LGBTQ+, Veterans, etc.) face during their MIT Sloan journey and recruiting processes, this newly created ASSOCIATE DIRECTOR of DEI role in the Career Development Office is an opportunity to address the unique challenges women and underrepresented groups face during the job search process, including the potential biases introduced by algorithms and interviews.

Over the past year, the CDO piloted a Career + Identity series for BIPOC and first-generation students. Through facilitated conversations between students and alumni, it is clear that much work remains to build trust and community with under-represented students. One key recommendation through this series was to better “direct and connect” students to resources and start the relationship building process earlier, before matriculation. Taking a systemic approach, the Associate Director, CDO DEI will partner closely with the newly formed MIT Sloan DEI Office and serve as an important partner to the Admissions Office around outreach initiatives, programming around affinity/diversity recruiting and conversion, and working with both internal stakeholders and external organizations to strengthen relationships with students throughout the admission process and from pre-matriculation to enrollment, employment and beyond. The Associate Director, CDO DEI is an important bridge to ensure a more seamless and connected experience for under-represented students to thrive at MIT Sloan and in the broader MIT community, before, during and following their program.

Principle Duties and Responsibilities:

Career Education and Advising (30%):

- Develop strategies to engage under-represented students (BIPOC, first-generation, Women, Veterans, LGBTQ+, etc.) across the portfolio of degree programs in partnership with advisors, identifying opportunities for new services and outreach efforts
- Research and analyze the diversity recruiting landscape and develop student communication strategies to provide support and education
- Maximize CDO Liaison relationship with Affinity Clubs to strengthen support and education for students navigating these targeted recruiting opportunities
- Coordinate anti-racism/DEI training for advisors or all CDO staff with 1:1 advising case studies
- Strengthen partnerships with diversity organizations (Management Leadership for Tomorrow, Toigo Foundation, Forté Foundation, The Consortium for Graduate Study in Management, etc.) to build a more connected student experience from application to enrollment
- Ensure alignment between diversity organization career programs and CDO career education programming (Career Core, career fair preparation, etc.)
- Develop mentorship programs for marginalized student groups, as appropriate, ensuring alignment with existing mentorship programs at MIT

Employer Relations and Recruiting (30%)

- Partner with Admissions Office and CDO Career Education teams to create alignment with DEI organizations related to early interviewing and recruiting promotion, preparation and logistics
- Partner with CDO Employer Relations and Recruiting team to streamline processes for employers to connected with under-represented student populations
- Lead DEI workstream to develop quantifiable and qualitative measures for students to identify employers with shared values around DEI. Potential projects include partnering with a national career professional association to develop of a standard employer DEI index tool
- Serve as liaison to peer school partners on DEI recruiting programs and partnerships

CDO DEI Strategy and Operations (30%)

- Serve as DEI subject matter expert within CDO to ensure staff professional development and foster culture of inclusion and belonging and shared understanding of DEI best practices across team. Specific activities could include DEI onboarding, facilitation and coaching
- Collaborate with CDO Leadership team and DEI Office to develop a [CDO DEI Strategic Plan](#)
- Establish goals for CDO DEI within team and responsible for communicating them to team
- Collaborate with CDO Marketing team to expand affinity pages and messaging on Your CDO and develop career stories with an equity lens
- Partner with MIT Sloan's DEI Office and CDO team to determine indicators and progress metrics for DEI, ensuring integration with MIT-wide DEI initiatives
- Partner with CDO Data Analyst on CDO data initiatives including student engagement, satisfaction, employer evaluation, employment outcomes, Alumni Career Mobility data, etc.

Relationship Management (10%)

- Build meaningful relationships with peers and effectively collaborate across CDO teams (Career Ed, ECDD, Operations) and the greater MIT and MIT Sloan community of DEI partners
- Develop working relationships with all Degree Program Offices, Office of External Relations (OER), Student Life, Admissions, student clubs and senate, and the alumni community
- Represent MIT Sloan with external professional contacts (e.g. Management Leadership for Tomorrow, Toigo Foundation, Forté Foundation, The Consortium for Graduate Study in Management, National Black MBA, Reaching Out MBA, Employer Advisory Council members, Alumni Affinity Council, etc.)

Supervision Received: Reports to the Assistant Dean of the Career Development Office with an informal/dotted line to the Assistant Dean for DEI. This position requires the ability to contribute independently with minimal supervision as well as the ability to work closely with multiple stakeholders across the school.

Qualifications & Skills:

Required:

- Bachelor's degree.
- Minimum 5 years of experience including experience with diversity and inclusion planning development and implementation.
- Demonstrated commitment to diversity, equity and inclusion; understanding of social justice, the dynamics of power and privilege and social identities.
- Demonstrated ability to work effectively within a diverse workforce and affect change by applying best practices, influencing skills, and research-based solutions.
- Excellent interpersonal and communication skills, including the proven ability to establish rapport and credibility with a wide range of constituencies in a culturally diverse environment.
- Strong consultation, presentation, meeting design and facilitation skills.
- Ability to deliver content through in-person and virtual settings; communicate in a clear, concise and compelling way to a variety of audiences.
- Strong project management skills including scoping and leading complex projects, setting priorities, meeting deadlines, motivating project teams, and managing budgets
- Experience designing, delivering, and evaluating diversity and inclusion learning programs and resources.
- Experience with successful change management and project management.

Preferred:

- Master's degree.
- Subject matter expertise and experience in diversity, equity and inclusion work in career development or recruiting industry preferred.
- Microsoft Office (Word, Excel and PowerPoint) proficiency; comfort with Slack, Tableau and Trello

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- Deals with confidential information and/or issues using discretion and judgment

Competencies:

- Strong desire to **Contribute** – manages ambiguity and navigates change; demonstrates desire and drive for learning; is self-directed and proactive.
- Willingness to **Collaborate** – works toward team success; collaborates with others; communicates openly and effectively.
- Passion to **Engage** within the community – act with caring and a sense of community; fosters innovation and experimentation; builds diversity and inclusion.
- Ability to **Lead** – focuses on impact and outcomes; influences others, initiates and sustains change.

*** 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.*