



MIT Position Description

Job Title: Recruiting Coordinator 3	Position Title: Associate Director, Employer Relations and Recruiting
Reports to: Director of Employer Relations & Recruiting	% Effort or Wkly Hrs: 100% / 40 Hours
Department: Career Development Office	Grade 8

Hiring Pay Range: \$77,500-\$105,100

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 MFin, MBAn, MBA, MSMS, Sloan Fellows MBA, and EMBA. The Associate Director will contribute to and play a substantial role in providing consultative, broad-based strategic thinking to align CDO relationships and resources with students' career interests across multiple programs.

This role has primary responsibility for developing and managing an extensive campus recruiting program for the Financial Services industry, a cornerstone of employment opportunities for our students and alumni. The industry includes many large subsectors such as: Diversified Financial Services, Investment Banking/Brokerage, Investment Management, Private Equity, Venture Capital, and Real Estate. 20.6% of the MBA class of 2025 and 29.6% of the class of 2026 accepted roles in Finance. 85.4% of the MFin students in the class of 2025 and 88.1% of the class of 2026 accepted roles in Finance.

The position involves advising on recruiting strategy, scheduling, and ensuring companies' pre-recruiting events, presentations, and on-campus & virtual interviews 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 operate under an account manager model by industry, the Associate Director is expected to have/develop deep knowledge of the recruiting practices of assigned companies and the Financial Services industry, and to share this knowledge across the organization systematically. Role eligible for flexible hybrid schedule that aligns with CDO guidelines and includes evening/night/weekend extended hours during peak periods (approximately four months per year).

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, enhancing relevant recruiting resources for each student population.
- The Associate Director will manage the 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 & virtual 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 as 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 present them to relevant audiences.
- The Associate Director will be involved in planning and execution of recruiting events throughout the year, including Networking Nights for the MBA & MFin programs, the fall Investment Banking Trek to New York, and other career events.



- Will evaluate plans, programs, and activities to ensure optimal quality and effectiveness; will make recommendations 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 a 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 and skills:

- Minimum 3 years of career services experience required
- 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
- 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/databaseliteracy

Preferred Experience and Skills:

- Master's degree in a related field preferred
- Minimum 7 years of professional work experience required, including experience in a client or customer-facing role. Ideally, working in either a university or a corporation in a related function.
- Strong preference for someone with a financial services industry background.
- Demonstrated ability to balance the 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 companies in financial services subsectors, including Diversified Financial Services, Investment Banking/Brokerage, Investment Management, Private Equity, Venture Capital, and Real Estate.
- Experience working with Masters' level students
- Reputation for value-added contribution and insight while working with people of diverse cultures and backgrounds
- Demonstrated ability to effectively and constructively manage competing interests among different entities e.g., employers, students and school policies



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 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.*