



MIT Position Description

Job Title: Career Development Counselor 2	Position Title: Associate Director, Executive Career Development
Reports to: Director, Executive Career Development.	% Effort or Wkly Hrs: 0.75 FTE
Department: Career Development Office	

Position Overview:

Under the direction of the Director of Executive Career Development, the Associate Director (AD), Executive Career Development Team (ECDT) primarily provides executive career coaching and programming for three populations – Sloan Fellows MBAs/SFMBAs (~120 per year), executive MBAs/EMBAAs (~250 per year), and Sloan Alumni (~300+/yr). The AD works closely with each of the three lead Executive Career Development Coaches who oversee all coaching and programming efforts for his/her/their assigned population and will also interact with the ECDT’s contract coaches. The AD will work both in person on campus and virtually with these populations and will be expected to come on campus two days a week.

Through one-on-one coaching, the AD will help define unique career visions, create individual job search strategies, and support overall career management for the achievement of students’/alumni’s career and personal goals. The AD may also provide peer-to-peer group coaching focused on job search strategy peer accountability groups (EMBAAs), jobs search strategy groups (SFMBAs), post-landing onboarding success groups (EMBAAs), or at a future date, support alumni group coaching with a thematic focus- e.g., CEO Group, Founder Group, Women in Leadership and similar. The AD will leverage the separate online curriculums created for all three populations (SFMBAs Career Core in Canvas, EMBA Career Journey on Your CDO, and eventually, Alumni Career Journey on Your CDO) and any other resources made available (databases, etc.) in support of the three populations’ career development. Periodically, the AD will also collaborate with other members of the ECDT with panel, webinar, or presentation development and delivery.

The AD is expected to engage in helping advance MIT Sloan Career Development Office’s mission to support diversity, equity, and inclusion (DEI) for all stakeholders. This work includes participation in DEI working groups, continuing education, and coaching with a mindset and approach that supports the advancement of DEI.

Principal Duties and Responsibilities (Essential Functions**):

Coaching/Advising (70%)

- Provide individual, 1:1 career support and coaching for EMBA, SFMBAs, alumni, by phone, video, and in person. Address career transition issues, guide the formulation of personal/career development plans, offer career management strategies and support job search/ job transition activities.
- Lead small group peer-to-peer coaching for EMBAAs, SFMBAs, and possibly in the future, Alumni. Act as a facilitator and educator to enable these groups’ members to help each other and create accountability that allows forward momentum in their job searches or in their onboarding into new roles.



- Cover advising and coaching appointments when other members of the ECDT team are away on vacation or on business travel.

Career Programming and Delivery (15%)

- Deliver virtual and in person workshops and webinars on wide-ranging career development topics to help MIT Sloan’s executive MBA students (SFMBAs and EMBA) and Alumni clarify their values, visions, and value propositions and create branding, networking, and execution plans.
- Conceive and help develop any new programming that can contribute to the CDO’s larger efforts to deliver a holistic career development program for all executive degree programs and Alumni
- Collaborate with members of the Career Ed team to share programming content that can serve all populations and deliver a consistent high impact customer journey.
- Collaborate with the Employer Relations and Recruiting (ER&R) team to share company insights and gather actionable feedback to continuously improve career education.
- Partner with the Operations & Marketing teams when working with any resources, data, or marketing in support of each population.

Services/Education (10%)

- Plan and deliver with other members of the ECDT a content strategy to ensure timely and impactful content delivered through Your CDO to provide diverse points of view and career education information to the three populations currently covered by the ECDT – EMBA, SFMBA and Alumni as well as any future degree programs.
- Anticipate new strategic directions for new services/education and oversee implementation of timely and relevant career-related services and programs.
- Work with assigned student clubs to ensure timely and appropriate support from the CDO. This work includes a designated number of annual meetings depending on club tier and profile, and may also include sharing of content, management of community web pages on Your CDO, connecting with employers and sharing new job opportunities with clubs, introducing specific Sloan Industry Advisors to the clubs, and more.

Other responsibilities may be inclusive of, but not limited to: (5%)

- Build and deepen relationships with Alumni for the benefit of employer relations and recruiting

Supervision Received:

Supervision is provided by the Director, Executive Career Development

Qualifications/Technical Skills:

Required Education and Experience:

- Bachelor’s Degree
- Minimum 3 years career services experience
- Executive Coaching Certification from an ICF Certified provider is a must
- Deep knowledge of business, business careers and an understanding of the executive MBA career landscape.
- A background with roles in industry.



- Experience with high potential young alumni, mid-career managers, and senior leaders/C-Suite resulting in advancement of their individual career development.
- Experience creating, planning, and delivering high-impact, interactive career workshop/training sessions.
- Outstanding interpersonal, communication, presentation, and networking skills.
- Highly motivated and dedicated individual with strong organizational skills.
- A collaborative approach and demonstrated ability to work as a team player.
- Demonstrated ability to interact across multiple levels and willingness to go above and beyond to achieve the required goals is essential.
- Demonstrated ability to be flexible and adaptable in a changing environment.
- Ability to set priorities and meet deadlines.

Preferred Education and Experience:

- Advanced degree with a minimum of 3 years of executive career coaching experience
- Assessment certifications in tools such as Gallup StrengthsFinder and similar preferred.

May periodically require flexible hours for meetings, programs, and possibly travel for workshops or continuing conferences.

Core MIT Sloan 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 diversity and inclusion** by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive

Manage:

- **Supports a culture of experimentation** by creating a safe environment for risk taking

*** 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.*