

## MIT Position Description

<b>Job Title:</b> Career Development Counselor 2	<b>Position Title:</b> Associate Director, Executive Career Development (ECDT)
<b>Reports to:</b> Director, Executive Career Development.	<b>% Effort or Wkly Hrs:</b> 1.0 FTE or 100%
<b>Department:</b> Career Development Office	<b>Grade</b> 8

### **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, programming, and community management 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 two online curriculums created for all three populations (SFMBAs Career Core in Canvas, Executive Career Journey on Your CDO for EMBAAs, Alumni, and SFMBAs) 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 will also help build a stronger network and connection to SFMBAs and EMBAAs alums to further alumni engagement and employer connection and help drive in opportunities aligned to the executive populations.

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 (60%)***

- 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 moment 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.

### ***Community Building and Management (15%)***

- Build stronger relationships with alums from the SFMBA and EMBA programs from the last five to 10 years.
- Turn these relationships into sources of alums willing to engage in our programming to bring lessons learned and perspectives to our current students in the two executive MBA programs. These efforts include supporting the Senior Associate Director, Recruiting Services/Alumni Employer Relations who is tasked with building alumni relationships to drive in mid- to senior level job opportunities. For example, provide support on an annual campaign targeting SFMBA and EMBA alums to drive in alumni opportunities for just-in-time hiring for the executive population.
- Work on other community building projects which may include creating curated communities, e.g., to help bring value to students and alums. One community effort, as an example, is building access to board opportunities for our female and diverse talent. These efforts will require working with other members of the ECDT team or broader CDO including the Senior Associate Director, Alumni Engagement and Coaching and Associate Director, Diversity, Equity, and Inclusion, CDO, as well as members of the Office of External Relations.

### ***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 (SFMBA 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 contacts and 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 duties as assigned or required.**

**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.
- 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.*