



<b>Job Title: Mgmt 3, Employer Services</b>	<b>Position Title: Director, Employer Relations and Recruiting (ER&amp;R)</b>
<b>Reports to: Assistant Dean</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Career Development Office</b>	
<b>Date: November, 2019</b>	

**Position Overview:**

The Director of Employer Relations and Recruiting (ER&R) is a key strategic role in MIT Sloan’s Career Development Office (CDO). Reporting to the Assistant Dean, the Director of ER&R develops and executes a proactive employer engagement and recruiting strategy to attract a diverse slate of top companies to recruit MIT Sloan students enrolled across six degree programs. The Director of ER&R collaborates closely with the Director of Career Education and the Director of Executive Career Development to ensure that all current and future students have a high quality experience with the CDO throughout their career journey.

MIT Sloan is a unique player in the graduate business education market as the only top global business school with a broad portfolio of degree programs that covers the entire talent pipeline - from entry level to very senior executives. The portfolio consists of two specialty masters for entry level talent, Master of Finance and Master of Business Analytics, a traditional two-year MBA program, Leaders for Global Operations (a combined MBA and MS program), Sloan Fellows MBA (a mid-career one-year MBA), and EMBA (a 20-month long executive MBA program). In any given year there are approximately 1,360 students enrolled at MIT Sloan with 850 graduating. Sloanies, as our students are called, are a unique breed. Employers describe them as humble, innovative, technically strong, and principled leaders who are very focused on making the world a better place.

**Principal Duties and Responsibilities (Essential Functions\*\*):**

The world of work is changing and so are the types of career paths that MBAs and other business graduate students are seeking. Many more students are drawn to the entrepreneurial ecosystem, impacting the mix of companies students are seeking to connect with for employment. In addition, even larger more structured companies are moving away from on-campus recruiting to virtual. These and other trends are requiring the CDO take a fresh look at how we think about our employer relations and recruiting strategy and execution.

To address the changing employment and recruiting landscape, the Director of ER&R will focus on three areas:

**Employer Relations/Business Development (50%)**

- Analyze the employer mix and develop a portfolio strategy based upon Key Performance Indicators (KPIs), adjusting as new market trends emerge and conditions of the economy change. Segment market by company and industry, identifying strategic targets. Track data, benchmarks and performance indicators.
- Manage and proactively cultivate and provide exceptional customer service to a portfolio of employers.
- Expand employers understanding of Sloan’s broad talent portfolio to encourage recruiting at all levels.
- Partner with Assoc. Director, Alumni Engagement and Employer Strategy to develop experienced-hire strategy.
- Develop targeted recruitment strategies designed for employers access to MIT Sloan talent, including on-campus recruiting (coffee chats, networking nights, on-campus interviews), career fairs, and job/internship listings. Introduce new ideas and events to enable employer engagement and connection.
- Engage alumni in collaboration with the Office of External Relations structure in the US and globally to deepen the alumni connection and encourage MIT Sloan alumni to recruit MIT Sloan talent.
- Work with the CDO Marketing team to develop and execute communications plan for student and employer audiences.



### **Management/Leadership (40%)**

- Under the direction of the Assistant Dean, serve as a key member of the senior leadership team of the CDO with primary focus on all aspects of the employer experience. Collaborate with the Directors of Career Education and Executive Career Development to ensure integration of student and employer needs and desires.
- Build a cohesive team of four, with direct supervision (hiring, coaching conversations, professional development, annual reviews, etc.) for the three professionals focused on account management and employer outreach.
- Drive successful performance around Key Performance Indicators (KPIs) for the three business development team members focused on employer outreach. Develop and track engagement, satisfaction, and outcomes.
- Identify portfolio priorities based upon industry, function, and region. Develop training and coaching tools to ensure success of each team member.

### **Student Engagement (10%)**

- Lead team efforts around student run industry clubs to help support them in their industry outreach and oversee the CDO's operational support of the industry clubs.
- Work with other stakeholders within Sloan and well as with students directly to enable alignment around employer connection and provide industry guidance.
- Partner with the Operations team and Data Analyst in the production of annual employment reports.

### **Supervision Received:**

The Director of Recruiting and Employer Relations reports to the Assistant Dean, Career Development Office.

### **Supervision Exercised:**

The Director of Recruiting and Employer Relations has four direct reports; one Senior Associate Director and two Associate Directors, ER&R, and one Recruiting Coordinator

### **Qualifications & Skills:**

#### *MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- Bachelor's Degree required; Master's, MBA preferred. Minimum 7 years related experience.
- Extensive market development, business development and relationship management experience
- Knowledge of higher ed and graduate business degree programs
- Knowledge of company recruiting cycles for entry-level talent to senior talent, on-campus and virtual
- Strategic thinking skills with the ability to use data to inform decision making and planning
- Data and analysis skills; experience with a CRM would be beneficial
- Team management and development experience
- Knowledge of certain key industries- finance (both buy-side and sell-side), technology, consulting, energy, healthcare, entrepreneurship/innovation
- Learning orientation with evidence of market research abilities and understanding of macro-trends: employment, economic, and industry trends
- Facility with technology – Career Resource Management systems (GradLeaders, 12Twenty, Handshake, etc.) , project/content management platforms (uConnect, Slack, Trello, etc.) , Salesforce or other CRMs.

### **Sloan Competencies**

- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment



- Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
- Coaches and develops others by supporting learning and development to help maximize their potential
- 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
- Creates partnerships by building a sense of community within and across departments
- Creates and supports a climate in which people can be themselves, do their best work, and contribute fully

\*\* 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.