MIT Job Description

Job Title: Data Analyst 3	**Position Title:** Associate Director, MBA Strategic Operations & Career Development
Reports to: Sr AD, MBA Career Development	**% Effort or Wkly Hrs:** 100%, 40 hours/week
Department: MIT Sloan School of Management, CDO	Grade 8

Position Overview:

The Associate Director, MBA Strategic Operations & Career Development is a pivotal role focusing on enhancing the MBA program through innovative strategic operational management, data analysis and insights extraction, and industry specific content development. This role demands a unique blend of skills in data-driven decision-making, expertise in project management, and a problem-solving mindset.

The MBA Career Development Team serves a complex portfolio that includes 800+ MBA students including the LGO, HKS and MSMS degree programs. The team works across 17 workstreams and the AD, MBA Strategic Operations & Career Development is ultimately responsible for leveraging data and operational expertise to identify trends, streamline systems and processes, extract strategic insights and identify ways to improve the student experience and team experience at work. This role is responsible for both extracting insights and communicating (written, verbal, presentations, reports, infographics etc.) the impact of those insights to a wide variety of stakeholders including the MBA Career Development Team, the CDO Leadership Team, Faculty, and most importantly students. The AD is a key strategic thought partner for the Sr. AD, MBA Career Development and the Director, Career Development MBA & Specialty Masters.

Role eligible for hybrid work schedule that aligns with Career Development Office guidelines.

Duties and Responsibilities:

- Strategic Operations, Systems & Communications Management (45%):
    - Leads strategic projects, programs or systems. Act as project manager to align timing and deliverables for the MBA team's 17+ workstreams with a focus on: advising, programming, employment data, career core/career foundations, communications and student career interests data. Assess team project management needs, recommend systems, lead implementation of project management systems and team training and guidance.
    - Develop and implement systems and processes to execute a customized communication strategy tailored to the diverse needs and career paths of Sloan's 800+ MBA/LGO/HKS students. Analyze and segment MBA student data by industry, pathway, and persona in a collaborative setting, leveraging data from multiple systems including student databases, admissions data, student onboarding surveys and student activity/profiles in Career Central.
    - Student engagement analysis and strategy development: this role is responsible for understanding the MBA student experience in depth and formulating strategic questions and problems that need to be solved, levering Sloan's robust data sets and systems to identify possible solutions.
    - Manage systems onboarding for MBAs in collaboration with Operations Team and Sloan STS team, ensuring accurate, up-to-date and appropriate systems access as students move through the lifecycle from applicants to student to alum.
    - Manage MBA career interests survey process from survey design to deployment to analysis and content development to communicate insights and trends to key campus stakeholders including CDO-leadership team, students and faculty.
    - Employ advanced technologies to enhance the student experience for personalized educational and career development services.
    - Provide training to MBA Career Advising team on new technologies and systems that are MBA-team specific.

- Data Analysis, Reporting and Industry-Specific Content Development (40%):
    - Lead MBA employment data workstream: Responsible for creating systems and processes to ensure CDO office #1 KPI, employment outcomes, are gathered, managed, analyzed and reported in alignment with the MBA SCEA Employment Standards. Works in close collaboration with the MBA Career Advisors and the CDO Operations team to streamline MBA employment data processes. Provide data assistance for common advising queries, including details on top employers in specific industries and historical hiring trends. Analyze industry and employer trends and develops strategic communications to CDO leadership team about trends in student outcomes and market drivers. Manages proactive outreach process for MBA Advisors to drive student engagement and complete employment and internship data sets.
    - MBA career path data analysis & interpretation, guide development and annual updates: Process and analyze MBA

internship data to create 8-12 industry-focused guides with data driven infographics, highlighting offer sources and timing trends in a useful format for students to leverage.
- Develop strategic business questions that need to be answered to improve the student experience, and partner with the Assistant Director, Data Analysis to extract insights from extensive historical data sets in the CDO.
- Advising Analysis and Evaluation - Oversee MBA career advising evaluation, tracking engagement and survey results for MBA students across the advising workstream. Extracts and communicates key insights and trends, develop reports for Sr. AD, MBA Career Development and Director of Career Development.
- Map student activities to outcomes, providing data-driven insights for continuous program enhancement and content development. Develop industry-specific content for students. Collaborate with faculty, alumni, and industry experts to gather data-driven insights for ongoing improvement of the curriculum and career development strategies.
- Develop and refine educational content and career resources to reflect contemporary career development techniques, meeting the specific needs and aspirations of MBA students while ensuring alignment with current industry trends and job market demands.

- MBA Career Advising and Club Liaison (15%)
  - Provide career advising to highly motivated MBA students pursuing technical and emerging roles/industries
  - Act as a liaison for MBA-focused student club, connecting club strategy to CDO strategy and delivering topical sessions.
  - This role may craft and conduct workshops that integrate business acumen with technical skills, catering to the evolving needs of MBA students.

Other duties as assigned or required.

Supervision Received: Sr. Associate Director, MBA Career Development.

Supervision Exercise: this role does not supervise staff.

Required:
Qualifications:
- Bachelor's degree in related field: Management, Business, Computer Science, Data Analytics.
- Minimum of 5 years of relevant experience in analyzing, and modeling large complex data sets and creating informative reports and dashboards required.
- 5+ years experience in operations, project management, and strategic planning within an academic or business setting.
- Exceptional communication skills, with proven ability in presenting complex data and concepts to diverse audiences, both in-person and virtually.
- A passion for education, teaching and learning is a must.
- An entrepreneurial mindset, evidenced by a track record of initiating and successfully leading innovative projects.
- Teaching and/or public speaking experiences, particularly in higher education or professional development settings

Skills:
- Advanced analytical and problem-solving abilities, including effective management, analysis and interpretation of large datasets.
- Excellent communication skills for engaging and influencing a variety of stakeholders including analyzing and presenting data in a clear cohesive way.
- Proven project management skills, capable of leading and executing complex projects within a system with multiple stakeholders with competing priorities.
- Ability to utilize emerging technologies for enhancing workflow, and educational experiences and outcomes.
- Proficiency in data science methodologies and software development tools.

Preferred:
- Master's degree in a relevant discipline is preferred.
- The ideal candidate possesses a degree in both business and a technical field.
- Experience in business administration or entrepreneurship is highly regarded, adding valuable insight into strategic decision-making and operational management.
- Experience in recruiting or hiring is highly preferred, as well as knowledge of common MBA career paths and the graduate business student experience.

MIT Sloan Competencies: Lead, Engage, Contribute, Collaborate, Manage

1. Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
2. Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
3. Works towards team success with humility, as both a member and a leader of formal and informal teams
4. 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
5. Focuses on impact and outcomes while working to make a difference and achieve organizational goals

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job 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.