



MIT Position Description

Job Title: Mgmt 2, Program & Project Administration	Position Title: Manager, MBA Career Education
Reports to: Director, Career Education	% Effort or Wkly Hrs: 100%
Department: CDO	

Position Overview:

The Manager, MBA Career Education oversees the MBA career planning, programming, education and outcomes for ~900 MBA students as well as those students enrolled in the LGO, MSMS and HKS programs. Working with the Director of Career Education, the Manager, MBA Career Education oversees the development of a high-tech and high-touch career advising program that supports students pursuing roles at established firms with structured MBA hiring, growing start-ups and early stage companies. This Associate Director manages and coaches three Associate Directors using a strengths-based approach. As a team, the Manager, MBA Career Education and three Associate Directors create, deliver, evaluate and review current program offerings, including Career Core and other career seminars, panels and industry sessions for large and small groups. This position is responsible for MBA employment data management, process oversight and reporting in partnership with the CDO Operations Team. In addition, the Manager, MBA Career Education supports MBA students' career planning activities through building relationships with students and alumni, engagement with industry and affinity student clubs and oversight of the Core Fellows program. The Manager, MBA Career Education partners with the Employer Relations and Recruiting team to routinely integrate recruiter and employer insights into the Sloan career experience. The Manager, MBA Career Education is responsible for creating and managing the budget for all MBA programming. The Manager, MBA Career Education advises students in both one-to-one and group settings.

This position ensures that all MBA career planning, programming, education and outcomes align with CDO strategic priorities focused on strengthening diversity, equity and inclusion, co-creating with students and strengthening connection to the market.

A flexible work schedule will include a minimum of two days on campus each week.

Principal Duties and Responsibilities (Essential Functions):** (include percentages to equal 100%)

Management & Leadership (30%)

- Manages three Associate Directors and all contractors who provide advising and career support to students, fostering a supportive and collaborative team environment
- In partnership with Director of Career Education, the Senior Associate Director of Instructional Design and the MBA advising team, develops and delivers Career Core curriculum to first year MBAs
- Manages MBA advising and programming strategy to ensure content is relevant and timely
- Collaborates with Senior Associate Director of Specialty Masters Career Education & Advising to identify and maximize synergies across early-career portfolio
- Oversees MBA career team collaborations with key stakeholders at Sloan including MBA Program Office, Student Senate, Admissions, Student Life and Action Learning



Career Advising & Coaching (25%)

- Creates and manages MBA advising and coaching strategy including needs assessment, contractor resources, advising schedules and oversight of the online scheduling system
- Ensures that 2nd Year MBA Core Fellows program is seamlessly woven into MBA advising
- Prioritizes efforts around DEI strategy to ensure that unique needs of affinity populations including BIPOC, international, LGBTQ, first-generation and veterans are addressed in advising and coaching
- Assesses student engagement and develops innovative outreach strategies to increase engagement
- Provides career advising and coaching to MBA students

Programming & Clubs (25%)

- Leads MBA advising team in the creation and delivery of relevant and engaging career programming (in-person/online); for example, workshops, panels, job search strategy groups, industry sessions etc.
- Provides oversight of club strategy for key MBA career clubs
- Acts as CDO liaison for several career clubs providing ongoing support
- Partners with Associate Director, Alumni Career Services to strengthen alumni engagement opportunities for MBAs, including leveraging expert insights from Sloan Industry Advisors
- Explores new tools to ensure programming is customizable and scalable

Employer Relations & Employment Outcomes (20%)

- Ensures programming is aligned with industry trends and shifts in the market by driving collaboration between MBA Advisors and ER&R team
- Works closely with ER&R team to build relationship with key alumni and employers, with specific focus within financial services
- Provides input into development of CDO Recruiting Policies for MBA population
- Partners with CDO Operations team to survey, analyze and report MBA outcomes in accordance with MBA CSEA Standards for MBAs
- Connects with Employer Advisory Council to ensure that MBA career programs align with market

Other Duties as assigned or required

Supervision Received: The Manager, MBA Career Education, MBA Career Education & Advising will report to the Director, Career Education.

Supervision Exercised: The Manager, MBA Career Education, MBA Career Education & Advising will supervise all Associate Directors of MBA Career Education & Advising.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree
- Minimum of four years of administration or operations experience and/or project/program management
- Excellent interpersonal skills and an appreciation of diverse cultures and backgrounds
- Ability and desire to work in a strong team environment and to function equally well as initiator, facilitator, and implementer
- Experience and proficiency in delivering oral and written presentations to large and small groups
- Ability to set priorities and meet deadlines



- Computer literacy including database creation and maintenance, spreadsheet analysis, word processing, presentation preparation
- Ability to work flexible hours and travel occasionally

PREFERRED EDUCATION AND EXPERIENCE:

- Master's degree (MBA preferred)
- Solid knowledge of a broad range of MBA careers
- Previous work experience in MBA career development, career advising, or corporate recruiting
- Previous managerial experience

Competencies: Contribute, Collaborate, Engage, Lead, Manage

** 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.