



MIT Position Description

Job Title: Administrative Assistant 3	Position Title: Recruiting Associate, CDO
Reports to: Sr. Associate Director, Recruiting Operations	% Effort or Wkly Hrs: 100%
Department: Career Development Office	Grade 6, Non-Exempt

Position Overview:

Working in conjunction with the Sr. Associate Director, Recruiting Operations and other members of the Employer Relations & Recruiting team, the Recruiting Associate assists with the recruiting program by providing administrative, logistical and operational support and managing the logistics involved in employers' campus recruiting and career services program visits. Engages in significant interaction with employers, students, and the Sloan community. The role is eligible for a hybrid schedule that aligns with department guidelines.

Principal Duties and Responsibilities (Essential Functions)**

Employer Relations and Operations (40%): The CDO has created a model of high-touch, customer focused service that anticipates and addresses the changing needs of employers and students. The Recruiting Associate will work closely with the Recruiting team to deliver the highest quality level of services and processes. Works closely with company representatives (including alumni), ranging from Talent Aquisition to senior executives, to manage the logistics of their recruiting processes, including on campus recruiting activities; scheduling employer events and troubleshooting conflicts; overseeing relationships with external vendors who provide the CDO with recruiting-related services including catering, rental items and promotional products; overseeing relationships with internal partners regarding use of space and A/V; and acting as a resource to students and recruiters regarding company visits and recruiting guidelines. Partners closely with account managers on event management and logistics, as well as scheduling, academic calendar and promotion of open roles to students. Manages weekly communications to employers ahead of campus visits. Position requires extended hours during peak periods

Event Planning & System Expertise (40%): The Recruiting Associate will regularly update, publicize and monitor information in the CDO's career management system database and Salesfoce and ensure all information is accurate. Reviews job postings for relevancy and accuracy on a daily basis. Acts as a system resource for students and recruiters. Disseminates information to students via Your CDO and SloanGroups. Plans and executes significant recruiting events (e.g. Networking Night, Career Fair, Startup Spotlight), including partnering with Marketing colleagues on print and digital collateral; collaborates with Marketing on promoting visibility of employer presence on campus. Source and compile quantitative and qualitative data and generates standard reports from database on a weekly and monthly basis, including account manager dashboards.

Projects (15%): Supports the Sr. Associate Director with adhoc requests, as needed, including data collection, student outreach, club relations, and other special projects.

Student Relations (5%): In conjunction with other members of the CDO, the Recruiting Associate advises students on recruiting logistics, policies and procedures. The Recruiting Associate acts as a resource for students on company-specific information, including making connections with Sloan alumni within recruiting and other companies.

Other related duties as assigned.

Supervision Received: The Recruiting Associate will report to the Sr. Associate Director, Recruiting Operations

Supervision Exercised: none



Qualifications & Skills:

Required:

Education: High school diploma or equivalent required.

Experience: Minimum 5 years of administrative, office or related professional work experience required.

Skills:

- Excellent interpersonal and customer service skills
- Demonstrated ability to balance needs of multiple stakeholders
- Highly self-motivated individual who is able to effectively prioritize and execute tasks in a fast-paced team environment
- Keen attention to detail; strong analytical and problem-solving skills
- Strong written and oral communication skills; computer and web/database literacy

Evening/night/weekend: Must be able to work flexible/extended hours during peak periods (approximately four months per year)

Travel: Occasional travel for conferences, meetings, and company visits

Preferred:

Bachelor's degree in related field required.

Familiarity with MIT and MIT financial processes, databases, policies and procedures.

Experience in a client or customer-facing role.

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

*** 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.*