

DRAFT - MIT Job Description

Job Title: Mgmt 3, Career Services	Position Title: Director, Career Education
Reports to: Assistant Dean, Career Development Office	% Effort or Wkly Hrs: 40 hours/week
Department: MIT Sloan School of Management, CDO	

Position Overview:

This is an exciting time to lead in the Career Development Office (CDO) at MIT Sloan. Since summer 2018, the CDO has been undergoing a transformation of culture, technology, mindset and metrics. At the core of the CDO re-imagining, led by an inaugural Assistant Dean, is a guiding focus on culture as a management system, with key principles around collaboration, community, design, diversity, optimization and outcomes driving strategy. In partnership with the CDO Assistant Dean and the Directors of Employer Relations & Recruiting and Executive Career Development (CDO leadership team), the Director of Career Education oversees the career planning, education, advising and outcomes for approximately 800 MBA/LGO students, 160 Master of Finance students, 60 Master of Business Analytics, and 12 MSMS students annually (MBA and Specialty Master's students). The Director manages two distinct teams of career advisors who comprise the MBA and the Specialty Master's programs teams. These teams create and evaluate innovative program offerings that best meet the needs of each unique population while simultaneously leveraging best practices across the portfolio of programs. Success in this role is measured based upon Key Performance Indicators (KPIs) focused on student and CDO team engagement, satisfaction, and outcomes.

The Director, Career Education guides the team of professionals who support students' career planning activities through integrating alumni into career programming, building relationships with employers, and organizing industry, functional, and geographic career events, often in close partnership with student clubs. While career education is customized for each MBA and Master's program, the Director will help the team to leverage and align learnings from the newly re-designed MBA Career Core classroom and online curriculum across programs. The Director creates and manages the budget for MBA and Specialty Master's programs.

Duties and Responsibilities:

Management/Leadership: Manages two teams of nine professionals across the MBA and Specialty Master's programs responsible for career education and advising, operations, programming delivery and outcomes. Leverages contractor resources to supplement regular staff based upon student/market needs. Supports and builds a hybrid advising model that blends alignment by cohort, career path/community, and career-oriented clubs and tracks. Ensures programming is relevant and timely, team is knowledgeable about graduate business careers, and credible with students in group, individual, and remote service delivery settings and advising sessions. Using rigorous data collection and analysis, responsible for the evaluation and continuous improvement of all programming and outcomes. With leadership team, guides internal efforts to identify and implement career education, including providing context, frameworks and job search process, and resource synergies across all populations. Communicates and champions the work of the team to a broad range of stakeholders from Program and Center Directors, Admissions, Faculty, and Alumni. Manages budget for all programming related to populations served. Participates as a key member of the CDO Leadership Team.

Team Development/Synergy: Fosters collaboration among the two teams by supporting and advocating for each individual, program, and the broader team through stretch assignments, professional development and career advancement opportunities. Conducts feedback, coaching, annual review, and goal setting for team members. Partners with CDO leadership team to promote and inspire "one CDO." Leverages synergy value of portfolio to connect and align content and resources across programs. Supports and models CDO's aspirational culture and behaviors and holds team members accountable for upholding values. Collaborates with peer schools and leading professional associations to benchmark, drive innovation and share best practices.

Programming: Oversees the development and delivery of a comprehensive, timely and relevant career education program for all MBA and Specialty Master's students. Oversees the design and evaluation of the MBA Career Core curriculum and plays a key role in ensuring best practices are leveraged across the portfolio. Leads the career education team in the creation and delivery of relevant and engaging career programs for all populations in close partnership with student clubs. Identifies and builds lasting relationships with alumni, employers, faculty, and external partners to support the career process for students. Understands market trends and leverages newly launched peer and alumni industry advisor programs to supplement resources provided by internal team.

Advising and Mentoring: Oversees and manages advising for MBA and Specialty Master's students by providing support and direction to the team of advisors who help students formulate their personal career development plans, including resume and cover letter development, interview preparation, goal setting, job search strategies, development of personal marketing brand, and salary negotiations, including training and mentoring new career advisors working with these populations. Able to bring coaching and advising expertise to team and students in complex cases. Comfortable with, and able to address the emotional needs of highly motivated business professionals in career transition. Manages team effectively to balance high touch and high tech approach and ensure all students have access to relevant and timely resources and advising.

Outcomes Tracking and Reporting: Leads efforts to track KPIs focused on student engagement, satisfaction and outcomes of all MBA and Specialty Master's programs. Leverages data to inform program interventions, outreach strategy and decision making. Partners closely with CDO Operations team to survey, analyze and report outcomes by program in accordance with MBA CSEA standards.

Employer Relations: Works closely with CDO's Recruiting and Employer Relations team to collaborate on recruiting process. Fosters positive relations with employers to enhance career education team's awareness of relevant career opportunities and strengthen employer engagement in career development programs. Conducts proactive employer outreach to strengthen employment outcomes for students.

Marketing Communications: Leverages tools such as Your CDO to build career community and connection by program, career interest and affinity. Partners with Marketing Operations team to build and deliver a customized communication plan that leverages newsletters, digests, and social media. Engages team in design and delivery of effective messaging to impact all KPIs.

Supervision Received: The Director, Career Education will report to the Assistant Dean of the Career Development Office.

Supervision Exercise: The Director, Career Education manages two teams of nine professionals across the MBA and Specialty Master's programs.

Qualifications:

The candidate should be a highly motivated and dedicated individual with strong organizational and interpersonal skills; a collaborative and creative approach, and demonstrated ability to work as a team player within multiple teams. The candidate should possess the ability to interact across multiple levels of management and willingness to go above and beyond in order to achieve the required goals.

- Bachelor's degree required; Master's degree with an MBA preferred. Minimum seven years of career services or related experience required. Preferred: 12+ years of professional work experience with deep knowledge of business and solid knowledge of a broad range of graduate level business careers. Experience in graduate business career development, coaching, or corporate recruiting with knowledge of MBA and Specialty Master's landscape desired.
- Previous managerial experience strongly preferred. Proven ability to develop and lead teams.
- Excellent interpersonal skills and experience working with diverse cultures and backgrounds.
- Ability to work in a strong team and function as initiator, facilitator and implementer.
- Balance of detailed, creative and strategic and agile. Willing to challenge the status quo.
- Experience in managing teams through change; passion and curiosity to leverage trends.
- Experience and proficiency in making oral and written presentation to large and small groups.
- Strong project management including workflow, timelines and budget. Proficient in business career assessment tools including StrengthsFinder and CareerLeader.
- Technology proficiency must include data analysis and presentation preparation. Experience with education technology tools including Canvas, Salesforce, Handshake, Trello, and Slack preferred.
- Ability to work flexible hours and occasionally travel.

MIT Sloan Competencies

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
6. **Coaches and develops others** by supporting learning and development to help maximize their potential