



MIT Position Description

Job Title: Recruiting Coordinator I	Position Title: Recruiting Coordinator, CDO
Reports to: Director of Employer Relations & Recruiting	% Effort or Wkly Hrs: 100%
Department: Career Development Office	

Position Overview:

The Career Development Office (CDO) has created a model of high-touch, customer focused service that anticipates and addresses the changing needs of employers and students. Working in conjunction with the Director of Employer Relations & Recruiting (ER&R) and other members of the Recruiting Services team, the Recruiting Coordinator coordinates the campus recruiting and career services programs. The role is responsible for the administrative, logistical and operational support for employers' campus recruiting and career services program visits. The role has significant interaction with employers, students, and the Sloan community and is the main resource for all ER&R trainings, career service events and operations.

Principal Duties and Responsibilities (Essential Functions**)

Employer Relations and Operations (50%)

The Recruiting Coordinator collaborates with the Recruiting team to deliver the highest quality level of services and processes. Consults with company representatives (including alumni), ranging from personnel staff to senior executives, to coordinate and 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. Acting as a resource to company representatives regarding company visit logistics and interview schedules. The role executes day-to-day operational plans and is responsible for the implementing CDO policies

Student Relations (25%) In conjunction with other members of the CDO, the Coordinator advises students on recruiting logistics, policies and procedures. The Coordinator acts as a resource for students on company-specific information, including making connections with Sloan alumni within recruiting and other companies. The role works with the Director and team to plan, organize and execute trainings and career services student events including recruiting events (e.g. Networking Night, Career Fair, Industry Fairs).

System Expertise: (20%) The Coordinator will regularly update, publicize and monitor information in the CDO's career management system database and ensure all information is accurate. Approves and declines job postings on a daily basis. Acts as a system resource for students and recruiters. Source and compile quantitative and qualitative data and generates standard reports from database. The role participates in the design and implementation of software applications for career services.

Other related duties as assigned (5%) Will support other career-related activities for the CDO as assigned,

Supervision Received:

The Recruiting Coordinator will report to the Director of Employer Relations & Recruiting.



Supervision Exercised: none

Qualifications & Skills:

Required:

Education: Bachelor's degree in related field.

Experience: Minimum 2 years of professional work experience.

Preferred:

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:

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.