

**MIT Sloan School of Management**  
**Job Profile: Senior Director of Career Development**

**Req Number:** mit-00008318

**Location(s):** Cambridge MA

**FT/PT:** Full Time

**Employment / Payroll Category:** Administrative

**Description:**

The Senior Director of Career Development is responsible for leading a team that prepares students for the job search process and expands the range of career opportunities available through the Career Development Office. The Career Development Office is responsible for developing and managing career services for the MBA Program, the Sloan Fellows Program, the Masters in Finance Program, the Master of Science in Management Studies Program, the Executive MBA Program, and Alumni Career Services.

**Responsibilities:**

- Develops career education programming, marketing programs, and business plans for multiple programs
- Promotes opportunities with Sloan's existing employer organizations
- Identifies and recruits new organizations for employment opportunities
- Develops career services for emerging programs that are critical to the school's overall success
- Develops a strategic approach to alumni career services, an issue which has become increasingly important in the competitive positioning of the school
- Is highly involved with external clients – manages a large number of corporate and alumni relationships and plays a key role in leveraging relationships for alumni and corporate giving opportunities
- Develops metrics and analyzes the effectiveness of programs and services
- Develops and manages budgets and operational forecasts
- Evaluates programs and services to ensure client, staff, and faculty satisfaction
- Manages broad-based, complex communication for internal and/or external audiences. Creates forums for ongoing open communication
- Represents the School with business media on career-related and job market topics

**Requirements:**

This position requires a deep understanding of the nature of management education and the needs and aspirations of our student, alumni, and corporate partners. Must be market-oriented and have an understanding of how the employment market for students and alumni is changing. Strong leadership skills managing and developing staff and building effective teams is essential. Proven written and oral communication skills, with the ability to relate to faculty, senior executives, and the media. Requires a Masters Degree and/or 10 years of professional experience in career services.

**Supervision exercised:** Directs a team of 16 staff including 6 direct reports, including two Directors and four Associate Directors.

**Supervision Received:** Reports to Executive Director, Master's Programs

To apply: <http://sh.webhire.com/servlet/av/jd?ai=631&ji=2592246&sn=l>



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