

**MIT Sloan School of Management
Career Development Office (CDO)
Associate Director, Alumni Career Development
Part-Time**

Position Responsibilities:

To work with the director of Executive MBA, Sloan Fellows, and Alumni Career Development to create and deliver career development services for the MIT Sloan alumni community. Will serve as a member of a team of diverse career professionals serving multiple MIT Sloan populations. Duties include instructing, counseling, and advising alumni on job search strategies and long-term career development topics; designing and delivering programming in person, by telephone, and via the web; providing services in concert with and as part of the portfolio of services offered by the Career Development Office; providing individual career advising and counseling of alumni; developing a plan for alumni career services; developing topical webinars and other electronic media programming and web-based resources; managing content of alumni career development website on Sloan's Career Central job posting site; and managing outreach to alumni to create awareness of services.

Requirements:

An advanced degree; at least ten years of work experience; significant experience in career counseling and coaching, coupled with significant industry experience; deep knowledge of business and business careers; excellent written and oral communication skills, including presenting information to small and large groups; ability to set priorities and meet deadlines; and computer and web literacy. Seek highly motivated individual with strong organizational skills who is flexible and able to adapt to a changing environment. Must possess strong interpersonal skills and the demonstrated ability to work collaboratively as a member of multiple teams. Part-time schedule to be determined, but must be able to work flexible hours including occasional weekends and evenings.

To apply please visit <http://mit.edu/jobs>

Requisition Number: MIT-00008283-Q.

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