

**MIT Sloan School of Management
Career Development Office (CDO)
Associate Director, MBA Career Education and Advising**

Position Responsibilities:

To provide career planning assistance/education for MBA and LGO students. Will provide advising within a generalist model of delivering services, including the evaluation and review of current offerings and the creation and delivery of career seminars for both large and small groups; support students' career planning activities through identification of alumni contacts and relevant information resources, building relationships with employers hiring MBAs, and organizing events; advise students on a broad range of career paths across multiple industries on a one-to-one basis, possibly acting as a cohort manager for first- and second-year students; contribute to developing and delivering a comprehensive, timely, and relevant career education process; be actively involved with three to four job function/industry student clubs; and foster positive relations with employers in order to enhance awareness of career opportunities.

Requirements:

A master's degree; at least seven years of professional work experience; solid knowledge of and interest in MBA employers/careers; strong organizational skills; ability to set priorities and meet deadlines; and excellent interpersonal skills, including ability to work with people of diverse cultures and backgrounds. Seek highly motivated individual who is flexible and able to adapt to changes in the work environment. Should be able to work independently and thrive in and contribute to a team-oriented environment. Must possess excellent oral and written communication skills and be comfortable presenting information to small and large groups. Position involves working flexible hours and occasional travel.

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

Requisition Number: MIT-00008080-Q.

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