

Title: Associate Director, Global Career and Leadership Development, Executive MBA

Department: Global Career and Leadership Development (GCLD)

Job Type: Full-time, annual salary

Experience: 5-7 years

Minimum Education: Undergraduate Degree

Industry: Higher Education

Job Function: Coaching

Location: Downtown Chicago

HOW TO APPLY: https://uchicago.wd5.myworkdayjobs.com/External/job/Chicago-IL/Associate-Director--Global-Career-and-Leadership-Development_JR27393-1

GENERAL SUMMARY: The Associate Director of Global Career and Leadership Development is focused on executive career and leadership development coaching and program design and delivery for Executive MBA students and alumni. This student-and alumni-facing role will be based on our campus in downtown Chicago (at the Gleacher Center). This role focuses primarily on career and leadership development for students in the Executive MBA (~475 globally) program (based in Chicago, Hong Kong, and London), as well as alumni outside of the US. The Associate Director provides individual executive coaching, creates and delivers career management and leadership development programming (e.g., online learning, workshops, other), facilitates panels, and sources expert alumni and corporate volunteers, with a particular focus on the needs of experienced working professionals across a wide variety of business functions and industries.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provide executive coaching to US and international students and alumni on career management and leadership development in one-on-one, small group, and large group settings.
2. Design, develop, and deliver student and alumni career management and leadership development in-person and virtual solutions. Present to and facilitate groups ranging from 5 to 300 participants.
3. Play an active role on the GCLD team to ensure that all constituents receive extraordinary support commensurate with their career and leadership development needs and facilitate a collaborative culture across GCLD, Chicago Booth's campuses, and the University.
4. Coordinate and collaborate with operations staff and others based in Chicago, London, and/or Hong Kong, to plan and organize the delivery of student and alumni career management and leadership development programming in-person and virtual solutions.
5. Engage in continuing professional development, access to coaching supervision and support to the executive coaching team.
6. Collaborate with the Employer Relations team to align programs and employer engagement with student interests.
7. Keep abreast of market trends as they relate to career management and leadership development.

REPORTING RELATIONSHIP: Reports to Director, Global Career and Leadership Development (GCLD)

KNOWLEDGE, SKILLS AND EXPERIENCE:

1. Strong collaboration skills and ability to lead without direct managerial responsibility required.
2. Experience coaching mid/senior level leaders on career and leadership for a minimum of five years.
3. Outstanding verbal, written, and presentation skills, as well as organizational skills required.
4. Ability to handle multiple detailed tasks/projects simultaneously and meet strict deadlines within a fast-paced environment required.
5. Demonstrated ability to work effectively and diplomatically with colleagues, as well as with students, faculty and corporate contacts in a multitude of communication methods, i.e., in person, email, phone required.
6. Significant knowledge of and experience using online resources, spreadsheet, project management and presentation software required.
7. A minimum of five years of experience in business or higher education required. Experience with, knowledge of, or demonstrated interest in business careers required. Experience in executive search, career management, recruiting, training, or student services fields preferred.
8. Global perspective required.
9. An understanding of and appreciation for the needs and concerns of a diverse MBA student body preferred.
10. Critical thinking, and project management skills required.
11. Bachelor's degree required. Master's degree in business, counseling, or related field strongly preferred.
12. Demonstrated proficiency with MS Office (Word, Excel, PowerPoint, and Outlook) required.
13. Ability to work on evenings and weekends regularly required.
14. Ability to travel internationally 10 – 15% required.