

## 1. GENERAL INFORMATION

### Job overview

**Position Title in English & French (if applicable):** Assistant Director, Executive Career Development Asia

**Department:** Career Development for Working Professionals, CDC

**Location:** Singapore

**Reporting Manager's name:** Stella Mantechou

## 2. JOB DESCRIPTION

### Executive Summary

This position will serve as a primary Career Development point of contact for INSEAD's Executive Degree Programmes participants at our Asia campus.

S/He, in collaboration with the CDWP Associate Director and internal stakeholders of the MBA Career Development Center, will support and deliver a world-class Working Professional Career Development offering to INSEAD's Executive Degree students.

This role is responsible for two main areas of activity:

1. Developing and delivering career and professional development programmes and one-on-one sessions to a demanding and highly diverse audience. The position holder covers INSEAD's GEMBA Asia, TIEMBA, EMFin and EMCCC Asia participants across 4 campuses (Singapore, Fontainebleau, Abu Dhabi and our partner school, Tsinghua)
2. Coordinating across multiple international locations and multiple internal and external stakeholders including programme teams, faculty, Career Development Centre, external coaches and trainers, among others to provide a unified coordinated presence and delivery to students.

### Detailed job description – please fill out respective fields:

**a. JOB PURPOSE:** Please summarize the position's overall purpose or role. What is expected to be achieved?

Based in our Asia campus, the Assistant Director is expected to be visible both within the INSEAD student and alumni community as well as externally, and is expected to travel between other locations. The Assistant Director will be part of an existing team of 3 within Career Development for Working Professionals.

The Assistant Director will be focused both at employer and student engagement through:

1. Delivering individual, one-to-one coaching/advising sessions (in-person and virtually) to Executive Programme Students.
2. Developing and delivering Career Development programming (workshops, on campus events, webinars) for Executive Programme Students serving the Asia based sections and potentially supporting the growth in the ME sections of the GEMBA programme. The role could extend in developing career programming for the EMCC programme too.
3. Developing and delivering effective Career Development communications for Executive Programme Students through email, website and other means as appropriate (Asia sections only).
4. Stay abreast of trends, practices and innovations in MBA & EMBA Career Development, and identifying/seeking opportunities to enhance CDWP offerings.
5. Effectively collaborating internally and externally to assure coordination with appropriate stakeholders.

**b. RESPONSIBILITY DIMENSIONS:** Indicate the significant numerical data if any, applicable to the position showing those items for which the position has responsibility (e.g. revenue targets, number of participants etc...). Please identify major end results or targets to be achieved for the position.

- i. ~200 EMBA & EMFIN participants across 4 campuses, with a main focus on the Asia based programmes.
- ii. Potentially support one section from the two Middle East GEMBA sections.
- iii. Develop career curriculum and services for the Asia based programmes.

A. Delivering individual, one-to-one coaching/advising sessions (in-person and virtually) to Executive Programme Students

B. Developing and delivering Career Development programming workshops for Executive Programme Students

C. Developing and delivering effective Career Development communications for Executive Programme Students through email, website and other means as appropriate

D. Managing, developing, refreshing, and growing as necessary, an existing pool of external career coaches

E. Effectively collaborating internally and externally to assure coordination with appropriate stakeholders

F. Stay abreast of trends, practices and innovations in MBA & EMBA Career Development, and identifying/seeking opportunities to enhance CDWP offerings

G. Assist and manage company (senior recruitment hiring and executive search firms) interactions with students, be it through on-campus events as well as other student-led platforms including industry talks, panels and other relevant initiatives.

#### **KNOWLEDGE, SKILLS AND EXPERIENCE:**

**Education:** please state educational requirements for the position (NOT the job holder's qualification).

Bachelor or equivalent Degree. Highly prefer Master Degree, with preference for MBA from a top school.

**Work Experience:** what experience does a job holder require to deliver the expected results?

Minimum 8 years of combined experience from the below environments:

A. executive search firm or in-house recruiter role with a well-developed understanding of senior hiring practices. Experience in executive recruitment is desirable and an understanding of global executive recruitment markets and/or world-class business education is a MUST.

B. corporate training, delivering and developing executive level training, professional & career development programmes and individual sessions in a complex international environment. This would include significant individual coaching/advising experience, programme development and delivery.

**Technical know-how:** please state the technical (eg. Languages, pc skills) qualifications required for the position.

-Substantial knowledge of international executive hiring trends cross various sectors and career coaching for senior level executives or high potentials.

-Ideally knowledgeable of the MBA labour market competencies.

-Strong operational knowledge of the career development field, with exposure to training/career counselling of international executives/high potentials.

-Experience of working in a fast-moving international environment, preferably within the executive search space or an international educational institution.

-Strong in multitasking and delivering on a variety of responsibilities (operational execution, relationship building, advising, event planning).

-Ability to build successful relationships with Student, Corporates and Internal / External Stakeholders.

-Knowledge and comfort with online programme/content delivery, digital technologies and virtual programme capabilities desired

-Completely computer literate; self-sufficient expert in Word, Excel and PowerPoint. Open to learning new technology skills.

-Fluency in English; other languages (particularly French, Mandarin and/or Arabic) are advantageous.

**Competencies:** please list the competencies required for the position (eg. Flexibility, teamwork & cooperation).

-Ability to set and demonstrate high standards of quality and professionalism.

-Excellent project/process manager with attention to detail.

-Excellent communication and interpersonal skills to handle Students, Recruiters, Alumni and other Stakeholders.

-Ability to see the big picture but also address the daily operational issues efficiently.

-Strong team player and interpersonal collaborator with a high level of positivity and willingness to learn new skills or get involved in global projects.

-Ability to operate across many different cultures and geographies.

-Ability to travel globally.

**c. ORGANISATION STRUCTURE:** Please insert the organizational position according to an organizational chart.

