



Johnson Cornell SC Johnson College of Business

Director of Career Management, Executive MBA Programs

Reporting to the Assistant Dean, Cornell SC Johnson College of Business Career Management, the Director of Career Management for Executive MBA Programs is responsible for carrying out the vision, strategic direction, and daily operations for EMBA and Alumni Career Services which encompasses over 540 EMBA students across three programs offered by the Johnson Graduate School of Management: the Cornell Executive MBA Metro NY, the Cornell Executive MBA Americas, and the Executive MBA/MS in Healthcare Leadership. In addition, this role will oversee career support for over 20,000+ alumni across the Cornell SC Johnson College of Business.

The Director is responsible for creating and executing career development strategies for all Johnson EMBA students and college alumni. The Director leads efforts to enhance career development and experiential learning, expand employer and alumni outreach to source experienced hire level jobs, and establish connections and facilitate interaction among students in the different Johnson programs, alumni, and employers to help students pursue their goals. The Director will be responsible for developing and leading a staff of career advisors, executive coaches, and project managers/administrators and overseeing an action-oriented, forward-thinking unit responsible for delivering high quality career services in support of the mission and strategic priorities of the Career Management Center and Johnson. Additional responsibilities include facilitating continuous improvement and leading change to ensure the Career Center is responsive to student career development needs and evolving market trends; optimizing available technology for communication and the effective delivery of services; and implementing effective data collection, analysis, and reporting systems that demonstrate career-related outcomes and inform strategic resource allocation and direction.

** Visa sponsorship is not available for this position.*

Required Qualifications:

Bachelor's degree and 7-10 years of experience in corporate and/or career development, business management and/or executive search. Must have the business knowledge, maturity and judgment necessary to work with EMBA students who have 5-20 years of business experience. Excellent organizational, leadership and communication skills required. Highly effective teaching, counseling and presentation skills. Experience collaborating with business executives or career professionals. Ability to excel in a fast-paced customer service oriented environment. Work includes regular evening and weekend hours and some travel.

Preferred Qualifications:

MBA degree preferred. 7-10 years corporate and/or career services experience preferred. Certification in executive or career coaching preferred. Knowledge of and experience with the current and emerging employers, industries and career functions that support the Johnson School Admissions/CMC supply chain model.

The full job description and online application is available [here](#).