

NORTHWESTERN UNIVERSITY

Department: Kellogg Career Management Ctr

Salary/Grade: EXS/11

Job Summary:

Creates the strategic vision and manages a team to design and implement innovative and integrated program of career services, resources and staff to empower Evening/Weekend MBA and EMBA students in making decisions associated with their career goals and objectives. Leads the creation and execution of state-of-the-art, industry-leading, cutting edge programs designed to encourage students to proactively manage their career experiences. The role will be responsible for a high degree of coordination and collaboration with the FT CMC team, the EMBA Program team and the EW Program team. Incorporated into the role will be leading the coaching team, and may include direct student coaching, with a focus on self-assessment, research, internal career management/promotion, external job search strategies, entrepreneurship, reflection, and strategic decision making. Ensures compliance with all associated policies, rules and regulations.

Specific Responsibilities:

Administration

- Leads the strategic design of CMC programming for Evening/Weekend MBA and EMBA students across 3 campuses
- Champions the design, development and implementation of the strategic direction through state-of-the-art, industry-leading, cutting-edge programs designed to assist Evening/Weekend MBA and EMBA students to manage their career experiences.
- Persuasively delivers new initiatives to Senior Administration-- written and verbally based on data-driven decisions
- Direct day-to-day supervisory responsibility of Working Professionals CMC team. Provides clear goals, performance feedback and development.
- Coordinates and collaborates with key stakeholders including the FT CMC team, the EMBA Program team, and the EW Program team.
- Partners closely with the Evening/Weekend MBA and EMBA Admissions team to deliver compelling CMC content and information to prospective students to assist in achievement of targets.
- Creates and manages various processes and practices ensuring the seamless flow of work and services.
- Develops departmental strategic plans and operationalizes goals & objectives for the organization's key objectives; ensures that resources are created or obtained.
- Manages customer service; creates associated practices & procedures & metrics to measure success.
- Partners with peer institutions to share best practices, cutting-edge delivery of services and resources.
- Researches state-of-the-art enhancements, market/economic conditions and implements changes that improve resources and services.

Technology

- Researches new approaches and best practices to using technology to support CMC goals. Partners with internal experts and FT CMC.
- Manages and implements new technology to enhance the Evening/Weekend MBA and EMBA student CMC experience ensuring that resources and services are delivered using best practices.
- Ensures necessary infrastructure services are obtained and implemented.
- Participates in developing IT strategy to meet the mission & needs of the program.

Budget

- Manages multiple, separate budgets to ensure appropriate spending and allocation of financial resources
- Develops and implements ideas for processes and to increase program revenues and margins.

Programmatic Advising/Counseling

- Supervises team members and provides oversight to programs and services that provide personalized, counseling and advising to Evening/Weekend MBA and EMBA students focusing on self-assessment, research, internal career management/promotion, external job search strategies, reflection, and strategic decision-making.
- Oversees & ensures that day-to-day operations are appropriately managed, efficient and effective.
- Develops departmental strategic plans and operationalizes goals & objectives for the organization's key objectives; ensures that resources are created or obtained.
- Manages customer service; creates associated practices & procedures & metrics to measure success.

- Partners with internal resources to maintain team knowledge of job market trends and hiring practices in a range of fields.
- Utilizes data to inform program development and allocate resources for students

Relationships

- Partners with internal/external departments, faculty, alumni and employers to leverage identified career pathways and create a plan that supports Evening/Weekend MBA and EMBA students regardless of pathway selected.
- Closely partners with the Evening/Weekend MBA and EMBA Program office team to design new programming for those Kellogg students
- Works closely with the FT MBA and MSMS career teams to benchmark and instill best practices across all groups.
- Develops & executes strategies to involve internal/external constituents and cultivate new alumni, corporate, institutional &/or foundation collaborations.
- Identifies opportunities and develops strategies for connecting students with alumni and industry experts who will provide career resources such as mentoring, coaching, lectures, workshops etc.
- Partners with CMC Employer Relations to develop and implement initiatives to enhance the quality and quantity of organizations that seek Evening/Weekend MBA and EMBA students, targeting traditional, alternative and non-traditional organizations.

Marketing/Public Relations

- Supports program marketing/advertising efforts ensuring that resources and services are effectively promoted to current and prospective Evening/Weekend MBA and EMBA students.
- Interacts with internal/external resources & organizations to identify new resources & opportunities to improve program.
- Partners with Marcom to manage marketing/advertising efforts for target audiences; Current and Prospective Evening/Weekend MBA and EMBA students.

Programs/Events

- Leads team to develop a comprehensive set of CMC programs for Evening/Weekend MBA and EMBA students such as speaker series, workshops, conferences, trainings, cultural events etc. in collaboration with internal & external resources.
- Manages the ongoing development and refinement of the program's curriculum/topic in consultation with subject matter experts.
- Continually assesses and innovates programs to achieve goals.
- Develops strategy to increase program value, resources and participants.

Evaluation

- Manages development & implementation of evaluation processes, quantitative & qualitative measurements that ensure that program benchmarks are successfully attained and communicated in a timely and efficient manner.
- Manages evaluation processes; recommends & implements changes for enhancement; monitors effectiveness through follow-up evaluation studies.
- Collaborates with internal/external resources to develop meaningful outcome measurements and methods of program evaluation that will lead to enhancement.

Compliance

- Manages compliance with all applicable federal, state, local & NU laws, regulations, policies & procedures.
- Develops the creation &/or implementation of associated training.
- Manages submission of applicable documents.

Supervises

- Supervises 2-4 direct reports and 15+ indirect reports.

Miscellaneous

- Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's and 5 years' career counseling/advising in higher education.
- Successful completion of a full course of study in an accredited college or university leading to a master's degree.

Minimum Competencies: (Skills, knowledge, and abilities)

- Strong strategic and executional abilities
- Ability to counsel/advise students

Preferred Qualifications:

- Successful completion of a Master's Degree in related field (e.g. counseling, psychology)
- 5 - 8 years of related higher education experience at top-tier institutions
- Ability to travel (30%) and work many evenings and weekends

Preferred Competencies: (Skills, knowledge, and abilities)

- Excellent interpersonal, communication (written and oral), presentation, analytical, organizational and project management skills.
- Passion for team-based work with clear dedication to fostering positive, collegial relationships.
- Demonstrated capability speaking and presenting to large groups.
- Ability to prioritize competing tasks and projects within dynamic, changing environment.
- Professional with demonstrated ability/experience in presenting to senior-level administrators.

The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Click for information on [EEO is the Law](#).