



## **Senior Associate Director, Executive Career Services 2018-1179**

### **Job description**

**POSITION SUMMARY:** The Senior Associate Director of Executive Career Services (ECS) is an experienced, professional-level position within the Executive MBA Program Office. The Senior Associate Director, develops and delivers comprehensive, executive-level career management training, executive mentoring, and career coaching programs that provide the expert guidance and empowerment necessary to assist the Executive & Healthcare MBA students in attaining their professional career goals. The Senior Associate Director develops and implements short- and long-range goals, objectives, and strategies relating to the executive career training, coaching and mentor programs; manages and delivers career management workshops; develops and manages a portfolio of alumni career services; develops, implements, and manages targeted corporate relations activities, career awareness events, and materials and resources necessary to support executive career development; manages multifaceted relationships with corporate representatives, staff, faculty, alumni, executive mentor boards, and students; and provides career coaching to individuals and groups. The Senior Associate Director also takes an active role in the admissions process including speaking at admissions events, corporate outreach and conducting 1-on-1 consultations with prospects, as well as leading applicant interviews. Helps in the selection of EMBA candidates and serves on the EMBA Admissions Committee. Takes an active role in professional associations to build and enhance the reputation of the school in the corporate community.

### **PROGRAM MANAGEMENT**

- Develop and deliver executive career management workshops and seminars for the EMBA and HCEMBA classes via in-class and webinar formats.
- Develop targeted career management and career advancement and job search support materials.
- Identify and engage external experts to speak on specific career related topics to supplement workshops delivered internally.
- Develop, coordinate, and host industry/function-specific seminars, guest speaker events, and executive mentoring activities.
- Develop and manage an executive-level mentor program for HC/EMBA students to assist with career development and provide professional development activities.
- Develop career awareness programming including guest speaking events, panel discussions, and mentoring.

## **CAREER COACHING**

- Meet with students individually to assess and affect their readiness to effectively launch and manage their job search or career advancement process.
- Provide ongoing coaching individually and in groups to ensure that students are on track to achieve their career goals.

## **EXECUTIVE MBA PROGRAMS ADMISSIONS**

- Attend career and professional opportunity programs; local, regional or national professional associations or organizations; offer presentations as necessary to promote the reputation and identity of The Paul Merage School of Business on a local and regional level.
- Conduct individual and group admissions counseling sessions (information sessions) for prospective students and applicants to the Executive MBA Programs, onsite or off site. In close conjunction with the Admissions team, provide information on admissions requirements, Evaluate EMBA applicants and present written recommendations to the Admissions Committee. Make recommendation on the basis of personal interviews with the applicant and assessment of candidate's application materials; serve on EMBA Admissions Committee.
- Represent the Merage School of Business and our MBA programs both internally and to outside constituents through active participation in national and international organizations such as the Executive MBA Council, AACSB, GMAC or The International Association for Management Education.

## **CORPORATE RELATIONS**

- Define corporate outreach strategy; develop new relationships with companies who have the potential for supporting the employment needs of executive MBAs. Manage and expand relationships to determine the best strategy to garner ongoing involvement and support for executive-level career and educational programming within the school, including presenting job opportunities.
- Provide expertise on industry/functional expectations, standards and trends to inform, refine and improve career and educational coaching, training and programming.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

### Required:

- Extensive knowledge of the employment market and corporate experienced hiring practices relating to executive-level professionals.
- Experience working with managers and executive in a career consulting, recruitment or corporate management situation.
- Strong understanding of executive-level MBA career paths, executive-level career issues, and executive leadership development.
- Experience in providing professional, executive career coaching.
- Ability to effectively build relationships and partnerships in the corporate community as they support our mission of preparing leaders for a digitally driven world.

- Strong interpersonal skills are required to establish and maintain cooperative working relationships with a variety of clients at all levels including corporate executives, alumni, faculty, staff, students and professionals from other institutions and professional associations.
- Demonstrated experience in a high-level client service environment.
- Analytical and written skills sufficient to research and develop statistical reports and in tracking students career progression.
- Skills in organizing work, defining tasks, prioritizing assignments, and following through on all projects independently.
- Demonstrated ability to motivate and garner support and cooperation among team members to achieve desired outcomes.
- Ability to think strategically, develop and execute operational plans, and manage multiple projects and priorities.
- Strong communications skills required, including experience in oral presentations to large- and medium-sized groups.
- Bachelor's degree and significant related industry experience required; or equivalent combination of education/experience. An MBA or Master's degree in a related field preferred.
- Ability to work evenings and weekends.

**HOW TO APPLY:** Interested candidates can view additional information and may submit an application and resume online on this webpage: [https://staffing2.hr.uci.edu/CSS\\_External/CSSPage\\_Welcome.asp\\_and search](https://staffing2.hr.uci.edu/CSS_External/CSSPage_Welcome.asp_and_search) **2018-1179.**

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