

Position Announcement

**Simon Business School, University of Rochester**

**Assistant Dean, Career Management and Corporate Engagement**

The Simon Business School is one of the six schools that comprise the University of Rochester, a top-tier research university with a focus on arts, sciences, and engineering. “Meliora”—meaning “ever better”—distinguishes the value and way of life that has shaped the University since its founding in 1850. The School’s mission is to develop business leaders who have an exceptional level of clarity about business and about themselves. This is achieved through research and teaching focused on analytics and economics, and by being home to a tight-knit community that is among the most diverse of any business school.

The Simon Business School promotes an intimate learning experience that places emphasis on building relationships and gaining hands-on experience for its students. The School enrolls approximately 350 full and part-time MBA students and approximately 400 Master of Science (MS) students in STEM-designated accounting, finance, business analytics, and marketing analytics degree programs. With a mission of advancing the understanding and practice of management through rigorous thought leadership, the Simon School educates global citizens and embeds career preparation into the entire student experience. The School is highly ranked on surveys including: number 7 in Job Placement three months post-graduation (*Bloomberg Businessweek*, 2017), number 9 in placement three-months post-graduation (*U.S News and World Report*, 2017), and number 13 for Top MBAs for Women in the United States (*Financial Times*, 2018).

Located in the Finger Lakes region, the city of Rochester has a decidedly entrepreneurial spirit and a rich cultural life contributing to its reputation as a “top ten college town” and a “top ten most livable city in America.”

Reporting to the Associate Dean of Full-Time MS and MBA Programs, the Assistant Dean, Career Management and Corporate Engagement is responsible for leading and managing the School’s Career Management Center (CMC). The Center is currently comprised of four support units: MBA Services, MS Services, Professional Development, and Corporate Engagement. The CMC supports the career development and planning of students through the duration of their entire experience with the Simon School – beginning when they are admitted to the program and then continuously engaging them throughout their program to connect them to networking, experiential, and job opportunities. The Center also identifies, develops, and maintains corporate relationships with employers and with Simon alumni to support the growth of internship and full-time job opportunities across a variety of industries and functions.

The Assistant Dean will be responsible for ensuring impactful career advising, programs, and services that are part of an integrated student experience. This position leads 19 professionals who provide a strategic career development program that meets the changing needs of a diverse and international student population as well as serves the shifting priorities and needs of a broad set of employers. The Assistant Dean will work closely with other stakeholders including the other Assistant Deans responsible for the Admissions Office and the Office of Student Engagement, along with a network of corporate engagement and career professionals throughout the University of Rochester.

The successful candidate will possess a master’s degree (an MBA is preferred), with substantive involvement of upwards of ten years of leadership and managerial experience within a career management or career development related role that includes management of professional staff, operational, and budget oversight.

Additional important criteria include:

* demonstrated success in corporate outreach and in developing and building relationships with domestic and international corporate partners;
* an understanding of how to lead and manage professionals with clear performance metrics and goals;
* a desire to work with students in a meaningful way to develop lifelong career competencies;
* experience in working with both diverse and international students and employers and demonstrating an understanding and appreciation of their individual needs;
* the ability to collaborate and partner with Simon School and University of Rochester stakeholders, both internal and external;
* a good knowledge of technology in the Career Management space that could increase efficiencies and performance;
* comfort with both GMAC data and MBA CSEA Standards to ensure compliant employment results are published;
* exceptional communications skills that gain buy-in, raise excitement, and develop understanding about career topics, including a proven ability to communicate with students.

Review of applications will begin August 1, 2018 and continue until the position is filled. A resume and cover letter explaining how the applicant meets the qualifications specified in this announcement may be submitted via the Spelman Johnson website at[**www.spelmanjohnson.com/open-positions**](http://www.spelmanjohnson.com/open-positions).Confidential inquiries and nominations for this position may be emailed to Ellen Heffernan at [eth@spelmanjohnson.com](mailto:eth@spelmanjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Visit the Simon Business School website at:** [**www.simon.rochester.edu**](http://www.simon.rochester.edu)

The University of Rochester has a strong commitment to principles of diversity and, in that spirit, actively encourages applications from groups underrepresented in higher education. The University of Rochester is an equal opportunity employer.