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Senior Leadership Development Coach

The University of Chicago Booth School of Business

Location: Chicago, IL, USA

Closing Date: Until Filled

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Senior Leadership Development Coach

Full Time, Chicago-IL, JR28051

Department

Booth Leadership Development: Leadership Development 4

About the Department

The University of Chicago Booth School of Business is the second-oldest business school in the U.S. and second to none when it comes to influencing business education and business practices. Since 1898, the school has produced ideas and leaders that shape the world of business. Their rigorous, discipline-based approach to business education transforms students into confident, effective, respected business leaders prepared to face the toughest challenges.

Chicago Booth has the finest set of facilities of any business school in the world. Each of the four campuses (two in Chicago, one in London, and one in Hong Kong) reflects the architectural traditions of its environs while offering a state-of-the-art learning environment.

Chicago Booth is proud to claim:

- an unmatched faculty.
- degree and open enrollment programs offered on three continents.

- a global body of nearly 56,000 accomplished alumni.
- strong and growing corporate relationships that provide a wealth of lifelong career opportunities.

As part of the world-renowned University of Chicago, Chicago Booth shares the University's core values that shape the distinctive intellectual culture. At Booth, they constantly question and test ideas, and seek proof. This extraordinarily effective approach to business leads to new ideas and innovative solutions. Seven of the Booth faculty members have won Nobel Prizes for these ideas - the first business school to achieve this accomplishment.

For more information about the University of Chicago Booth School of Business, please visit: <http://www.chicagobooth.edu/>.

Job Summary

The Leadership Development Office (LDO) for MBA Programs oversees a portfolio of developmental programs at the Hyde Park and downtown Chicago campuses at the Booth School of Business. This includes an experiential class (LEAD) required of all MBA students. Other program offerings for the LDO include experiential workshops and coaching to further MBA students' leadership development. The LDO serves full-time, evening, and weekend students, and partners with colleagues to serve executive MBA students.

Each Senior Coach plays a lead role in designing and delivering particular programmatic offerings. Additionally, Senior Coaches contribute to our full complement of programs through activities such as individual and team coaching, workshop facilitation, and classroom instruction. Finally, each Senior Coach manages one or more specific offerings and owns a set of administrative responsibilities necessary to the success of the Office. Senior Coaches are part of a team that collectively manage all office activities.

This role works closely with the Part-Time MBA LEAD class. LEAD is a team-taught, development course offered on a quarterly basis for incoming Evening and Weekend MBA students. LEAD creates deeper self-awareness and utilizes the Chicago Booth approach to learning from experience. The instruction team collaborates with Student Life, Academic Services, Alumni Relations, and other departments to ensure that the incoming student experience is successful. This role requires some evening and weekend hours on a quarterly basis. Additional offerings that this role might support include leadership coaching, leadership skills workshops, leadership retreats, and LEAD modules for full-time, evening, weekend, and executive MBA students.

Responsibilities

- Delivers impactful classroom learning experiences. This includes communicating relevant content in a clear, vivid, and interesting fashion; facilitating engaging experiential learning exercises both virtually and in-person; and drawing on a strong knowledge base concerning the practical dimensions of leading.

- Designs and manages leadership development modules, including interpreting and contributing to setting the goals and learning outcomes. Supports the smooth and successful operation of programs run by other Leadership Development colleagues. This includes understanding MBA student learning needs and aspirations, understanding the LDO mission and metrics for success, creating and implementing developmental programming that facilitates students' growth as leaders, promoting programs to attract and engage students, overseeing daily operations for assigned programs, and collaborating with departments across Booth.
- Coaches individual students and student teams across all developmental programs; supports the development of students' capacities as leaders. This includes working with individual and teams of student leaders while serving as a content expert; providing individual coaching, feedback, and support to students; and mastering and utilizing class frameworks within coaching conversations.
- Assumes a lead role within the LDO. This includes helping to organize and run team development activities for the LDO; autonomously managing LDO offerings; and representing the LDO in administrative settings across Booth.
- Contributes to the quality of the student experience at Booth. This includes offering perspective concerning the student experience at Booth; it also includes offering insight concerning how to improve the student experience and ways in which the LDO can better engage the broader life of the Booth community in meaningful ways.
- Responsible for all aspects of the recruiting and selection process for student facilitators, including facilitator orientation programs.
- Uses in-depth knowledge and experience to provide individual and team feedback as well as counseling to students as they learn and reflect upon their interpersonal skill development and performance in leadership education programs and at the University.
- Performs other related work as needed.

Minimum Qualifications

Education:

Minimum requirements include a college or university degree in related field.

Work Experience:

Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

Certifications:

Preferred Qualifications

Education:

- Master's degree.

Experience:

- Leading educational workshops or classroom experiences.
- Developing others, i.e. facilitating others' growth.
- Logistics and event planning experience.
- Taking a leading role with an organization or enterprise.
- Background with leadership and/or career coaching.

Certifications:

- Coach credentialing (e.g., BCC, ICF).

Technical Skills or Knowledge:

- Proficient in MS Office (Word, Excel, and PowerPoint).
- Skillful in the use of virtual learning tools such as Zoom and Canvas.

Preferred Competencies

- Large and small group facilitation.
- Work effectively with faculty, staff, and students.
- Achieve objectives with minimal direction.
- Excellent written and verbal communication skills.
- Strong detail orientation and organizational skills.
- Communicate with tact and professional discretion.

Working Conditions

- This position is currently expected to work a minimum three days per week in the office.

Application Documents

- Resume/CV (required)
- Cover Letter (required)

When applying, the document(s) MUST be uploaded via the My Experience page, in the section titled Application Documents of the application.

Job Family

Academic Affairs

Role Impact

Individual Contributor

FLSA Status

Exempt

Pay Frequency

Monthly

Scheduled Weekly Hours

37.5

Benefits Eligible

Yes

Drug Test Required

No

Health Screen Required

No

Motor Vehicle Record Inquiry Required

No

Posting Statement

The University of Chicago is an [Affirmative Action/Equal Opportunity/Disabled/Veterans](#) and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, gender identity, national or ethnic origin, age, status as an individual with a disability, military or veteran status, genetic information, or other protected classes under the law. For additional information please see the [University's Notice of Nondiscrimination](#).

Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5800 or submit a request via [Applicant Inquiry Form](#).

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All offers of employment are contingent upon a background check that includes a review of conviction history. A conviction does not automatically preclude University employment. Rather, the University considers conviction information on a case-by-case basis and assesses the nature of the offense, the circumstances surrounding it, the proximity in time of the conviction, and its relevance to the position.

The University of Chicago's Annual Security & Fire Safety Report (Report) provides information about University offices and programs that provide safety support, crime and fire statistics, emergency response and communications plans, and other policies and information. The Report can be accessed online at: <http://securityreport.uchicago.edu>. Paper copies of the Report are available, upon request, from the University of Chicago Police Department, 850 E. 61st Street, Chicago, IL 60637.