

17 days old

# Leadership Development Coach

University of Chicago  
Booth School of Business

 University of Chicago Booth School of Business  
 Chicago, Illinois 60637



Job Type

**EMPLOYEE**



Job Status

**FULL TIME**



Shift

**1ST SHIFT**

The Leadership Development Office (LDO) in the Harper Center oversees a portfolio of developmental programs at the Booth School of Business. This includes an experiential class (LEAD) required of all MBA students, versions of which are also offered to Law and College students at the University. Other program offerings for the LDO include experiential workshops, managing several student leadership roles, creating and running leadership simulation exercises, a Leadership Practicum, and coaching—all for full-time MBA students.

Coaches play a lead role in designing and managing particular programmatic offerings. Additionally, each Coach supports our full complement of programs through activities such as individual and team coaching, leading workshops, and instruction. Finally, each Coach owns a set of administrative responsibilities necessary to the success of the Office. Coaches are part of a team that collectively manage all office activities.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Design and manage specific developmental programs:

1. Understand MBA student learning needs and aspirations
2. Create and implement developmental programming that catalyzes students' growth as leaders
3. Promote programs to attract and engage students
4. Oversee daily operations for assigned programs

Deliver impactful classroom learning experiences:

1. Draw on a strong knowledge base concerning the practical dimensions of leading
2. Communicate relevant content in a clear, vivid, and interesting fashion
3. Run experiential learning exercises

Coach individual students and student teams across all developmental programs; support the development of students' capacities as leaders; this includes a broad array of responsibilities:

1. Collaborate with Leadership Development colleagues to ensure the smooth and successful operation of all offerings
2. Manage multiple action-learning teams of student leaders and serve as a process consultant
3. Provide individual coaching, feedback, and support to students
4. Serve as a content resource for students
5. Engage with the student leader communities

## **Requirements**

### **KNOWLEDGE, SKILLS AND EXPERIENCE:**

1. Bachelor's required; Master's degree strongly preferred
2. A minimum of five years of experience developing others required (executive or management development,

training, developmental education, counseling, coaching, or a related field)

3. Coach credentialing preferred (e.g., BCC, ICF)
4. Logistics and event planning experience preferred
5. Proficiency in MS Office (Word, Excel, Access, and PowerPoint) required
6. Ability to work effectively with faculty, staff, and students required
7. Ability to achieve objectives with minimal direction required
8. Excellent written and verbal communication skills required
9. Strong detail orientation and organizational skills required
10. Professional demeanor including tact and discretion required
11. Ability to lift and carry weight up to 25 pounds required

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

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