
SAMPLE JOB DESCRIPTIONS: CONSULTING

IMAGINEPHD

A CAREER PLANNING AND EXPLORATION TOOL FOR THE HUMANITIES AND SOCIAL SCIENCES

ASSOCIATE INTERN AT A MANAGEMENT CONSULTING FIRM

Qualifications

- Advanced graduate degree in progress and excellent academic record required (e.g., MBA, PhD, etc.)
- Outstanding records of academic and managerial or professional achievement
- Exceptional analytical and quantitative problem-solving skills
- Strong record of leadership in an academic, professional, or extracurricular setting
- Ability to work collaboratively in a team environment
- Ability to work effectively with people at all levels in an organization
- Ability to communicate complex ideas effectively, both verbally and in writing, in English and the local office language(s)
- Willingness to travel

What You'll Do

Associate Interns join our offices and practices (e.g. Digital, Marketing & Sales) around the world for 8 - 10 weeks, usually in the summer, to work in teams and directly with our clients.

Associate Interns receive exceptional training as well as frequent coaching and mentoring from colleagues on their teams. This support includes a Partner from your local office or practice assigned to you to help guide your career as well as formal training in your first few weeks as an intern. Additionally, you'll receive guidance and support from your local office or practice in the selection of client projects, helping you to develop your skills and build your network.

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A CAREER PLANNING AND EXPLORATION TOOL FOR THE HUMANITIES AND SOCIAL SCIENCES

powered by **the graduate career consortium**

CONSULTANT AT A MANAGEMENT CONSULTING FIRM

Qualifications

- MBA from a top business school; MDs, JDs, PhDs and experienced professionals with more than three years of industry experience are also encouraged to apply
- Experience in consulting, in a startup or other business environment
- A solid team player who's also an independent thinker
- A robust analytical skill set
- Deadline-driven, organized and able to multitask
- Strong verbal, written and presentation skills
- Endless curiosity and a penchant for thinking the impossible
- Fluency in English is mandatory, but please check the local office page for any additional language requirements

What You'll Do

Client confidentiality means we cannot tempt you with our client's names, but suffice to say, whether you're interested in consumer electronics, finance, transportation, healthcare, energy or nonprofits, the chances are good that you know our work.

As a consultant at FIRM, your analytical, interpersonal, creative thinking, business management and leadership skills will be called upon from day one. You will be in the thick of the action as you work side by side with some of the best in the business. And you will help create change. Every day is different, but here's just a sample of the things you can expect to experience and accomplish:

- Research the client organization and industry; interview, conduct focus groups and facilitate workshops with client employees, management teams and other stakeholders.
- Identify issues, create hypotheses and execute analysis; translate data into meaningful insights; present recommendations to key decision makers.
- Move the client to action; develop a plan to implement the strategic recommendations; manage the execution.
- Be a mentor to junior team members.

The learning curve is steep, but based on our more than 40 years of experience, we know that you will be able to handle it. And the rewards—global travel, influential connections, world-class training, personal satisfaction, unparalleled career development and, yes, financial—are second to none.

PROPOSAL STRATEGIST AT HUMAN RESOURCES CONSULTING FIRM (position with consulting firm, non-consultant position)

Qualifications

- Minimum of a Bachelors' Degree in business, journalism, marketing, English, or communication
- Minimum of four years' experience in marketing, sales or related field
- Proficient in Microsoft Word, PowerPoint and Excel
- Excellent organization and communication skills, including facilitation, writing and editing
- Strong customer service focus

What You'll Do

The Proposal Strategist will serve as a strategic proposal communication consultant, writer, editor and project manager for new business proposals, presentations and other communications supporting sales activities. To fulfill this role, the Proposal Strategist will:

- Play a leading or facilitation role in opportunity strategy formulation working closely with the Client Manager/consulting team to help identify client/prospect business-drivers, and create the optimal proposal communication strategy, corresponding theme and graphic approach.
- Lead or be an active participant in strategy discussion of FIRM differentiators for specific opportunity. Works with and encourage optimal use of available internal information to guide and inform discussion.
- Take leadership role in discussing, understanding and coming to consensus on key messages and differentiators.
- Develop and submit to consulting team theme/title options for selection by team that encapsulates key message(s) and differentiator(s).
- Work actively with design team to create optimal design approach/concept for opportunity and facilitates design review process; encourage innovative strategies for use of effective media.
- Write proposal/presentation content that clearly and persuasively describes service features and benefits, and is geared toward readers' needs and level of knowledge; demonstrate clear language and good business writing principles
- Write/edit persuasive and sophisticated executive summaries that follow company best practice approach.
- Assure text communicates a clear purpose and desired result and is geared toward readers' needs and level of knowledge
- Review drafts from team contributors for clarity, conciseness, logic, flow, tone, completeness, accuracy, precision, consistency and credibility; eliminate jargon, blend differences in writing styles for continuity; correct grammar, punctuation, spelling, format inconsistencies
- Perform full-scale peer review of proposals/presentations following internal peer review guidelines
- Assume total responsibility for management of the proposal/presentation development process including: develop workplans/schedules; review Requests For Proposals for complete understanding of

proposal submission requirements; facilitate proposal planning call, determining preliminary assignments and communicating final assignments; determine need for template for proposals and presentations and delegate (or perform) as appropriate; ensures templates follow FIRM formatting standards; determine research needs, delegate or perform as appropriate; monitor team progress; organize peer review; work closely with design resource

- Work with a variety of internal resources and tools to research, obtain and integrate specific information about FIRM into proposals and presentations
- Work closely with assigned Proposal Coordinator, providing guidance and peer review; models best practices
- Provide guidance and quality oversight to proposal coordinators and administrative support staff who are producing the proposal
- Coach Junior Proposal Strategists as appropriate
- Understand and ensure adherence to FIRM style guidelines in assigned opportunities; inform/educate internal clients of guidelines as opportunity and need arises
- Review proposal and presentation documents for best practice language and submit to proposal coordinators for addition to database
- Obtain feedback and debriefs, as appropriate, with client relationship manager and/or consulting team members after proposal is complete to ascertain what worked well and what might have been improved in the process or final work product
- Contribute to the creation of self-service tools that support proposal preparation across all lines of business and all US markets
- Act as a debrief resource to Coordinators and/or Junior Proposal Strategists after proposal is complete.

CONSULTANT AT A HIGHER EDUCATION FIRM

Qualifications

Basic Qualifications:

- Bachelor's degree
- 2+ years of consulting or related experience, preferably in higher education
- Experience managing complex projects and relationships
- Experience facilitating and managing organizational change
- Willingness to travel 30 - 50%
- Valid driver's license

Preferred Qualifications:

- Deep knowledge of the academy, in particular undergraduate programming and academic advising
- Consulting experience in the areas of enrollment management and student retention
- Proven ability to drive change and achieve results in an academic setting
- Experience working with student information systems and student data

What You'll Do

The Consultant is the primary relationship manager for our university and college clients, playing the lead role in managing project timelines, consulting on workflow integration across each school within the University/College and ensuring clients see value in our work. In addition to partnering with senior academic leaders (including but not limited to Provosts and Vice Provosts) to implement our student success technology platform, the consultant will work with academic advising and other support departments to drive use of the platform, and will work with senior academic leaders to identify and overcome systemic obstacles to student retention and graduation success.

Specific Responsibilities:

- Manage the end-to-end relationship with universities utilizing firm technology, from initial onboarding, to technology platform implementation, through user training and consulting
- Serve as the senior client point of contact, working closely with the project sponsor and academic leaders at each university through the full implementation process and post-implementation
- Manage the initial engagement to collect degree maps, develop milestones and design critical success indicators for every academic program across the institution
- Complete thorough audit of all existing advising processes across each school as a means of identifying missed opportunities for advising and developing the optimal workflow integration of the advising tool
- Partner with firm's technical and data support staff to ensure smooth implementation of our technology platform
- Provide initial and ongoing training for academic leaders, academic advisors and other university staff in the use of the student success platform

CONSULTANT AT A HIGHER EDUCATION CONSULTING FIRM

QUALIFICATIONS

Minimum Requirements

Current permanent U.S. work authorization

Bachelor's Degree from an accredited college or university

A minimum of 3 years of relevant experience in consulting, finance, higher education, and/or accounting

Willingness and ability to travel every week (Monday-Thursday) on a 60-80% basis annually; work extended hours as necessary

Preferred Requirements

An MBA or other relevant advanced degree

Business strategy, operations improvement, finance and budgeting and/or student life-cycle management experience

Exceptional advanced Excel skills (including modeling and macros)

WHAT YOU'LL DO

An indispensable role... FIRM clients approach us with a unique set of challenges. Our capable Associates then lead project work streams utilizing specialized tools and methodologies—as well as innovative analytics and technologies—to implement complex, comprehensive solutions. Skilled relationship builders, our Associates collaborate with client staff and leadership while managing and mentoring junior staff. Everyone works in symphony to achieve a common objective: create and implement viable solutions. Associates gain valuable, hands-on consulting experience...and that translates to career growth.