ACT ACADEMIC ASSISTANT: Job Description

The Academic Assistant works as part of a team to provide administrative and secretarial support to the Program in Art, Culture and Technology. The individual assists the Director and five or six faculty members.

Responsibilities include maintenance of the Director’s calendar, travel, and other administrative support as needed; support of the Director’s initiatives; preparation of faculty search, promotion and tenure cases; coordinating the Program’s course schedule and advertising the classes as needed; aid in the organization of graduate reviews and thesis exhibition, and in the collection and distribution of information related to the thesis process. This individual also manages the faculty review of graduate applications and responds to information requests from prospective applicants.

With the Media Associate, Fabrication Associate, and the Finance and Facilities staff, he or she provides guidance to Teaching Assistants on administrative matters.

The Academic Assistant is occasionally called upon to prepare financial transactions such as purchasing and travel reimbursements.

This individual serves as liaison with Department Headquarters and Institute offices, as necessary, and generally coordinates the unit’s activities with other areas at MIT.

He or she assists with special projects, as needed, provides support for meetings and events management, including graduate student orientation, open houses, committee meetings, and thesis reviews, and may be called upon to provide occasional evening support for special events.

He or she provides routine office support and backup as needed.

Routine Office Support
• Provide routine support as required
• Answer, screen and refer telephone calls, greet visitors
• Maintain phone lists
• Handle special projects and provide support to the staff and faculty as needed
• Serve as liaison between program and Headquarters as required

Support the Director
• Arrange travel as required
• Inform director of important issues and deadlines.
• Maintain calendar for Director, schedule appointments and meetings
• Help write and edit correspondence, award nominations, student recommendations, grant applications, reports, and other written materials.
• Aid in preparation of the President's Report and material submitted for review by the MIT Visiting Committee and as part of the NAAB accreditation process

Program Administration
• Maintain program calendar and assist with daily professional activities
• Handle administrative aspects of faculty searches, appointments, and promotion cases
• Schedule faculty meetings, prepare materials, take minutes, monitor action items
• Archive class posters, syllabi, course descriptions, lecture series posters, final reviews program books, and other materials

Academics
• Support faculty in exam scheduling, grade collection, stellar site creation, and other matters as required
• Collect course descriptions and syllabi
• Guide TA's in preparation of course readers and library reserve lists, as necessary.
• Serve as a resource on MIT policies and procedures, department academic policies, HASS requirements, etc.
• Coordinate and prepare course materials; maintain course files
• Work with the Director to schedule classes and labs.
• Serve as liaison with Headquarters Office on grade collection, subject evaluation process, bulletin updates, and NAAB certification material
• Coordinate midterm and final reviews, and end-of-year thesis exhibition
• Organize and aid the recruitment and training of the TAs, edit and publish TA handbook
• Edit program requirements list
• Maintain files on HASS concentrators and ACT graduate students
• Work with faculty and TA to schedule Visiting Artists, make travel and accommodations arrangements, and if necessary, process honoraria and travel payments
• Maintain student handbook
• Assist in the collection of course documentation

Communications
• Help write and edit materials as required.
• Design handouts, flyers, and small brochures
• Create program newsletters, press releases, and other communications as required
• Prepare content for web and update the academic section of the website

Admissions
• Review applications to confirm that they are complete before forwarding to faculty for review
• Organize information on hard drives for faculty review
• Set up admissions meetings for faculty for initial and final review
• Set up SKYPE calls for short list of applicants
• Keep notes of the decisions from the admissions meetings and communicate the final decisions to the AO and Architecture

Requirements: Five years of office experience; MIT experience preferred. Excellent organizational and interpersonal skills; ability to function autonomously in a highly visible position that is subject to frequent interruptions; ability to work as part of the ACT team and to organize, set priorities, and multitask with minimal supervision; strong analytical, problem solving, and critical thinking skills; sensitivity to organizational dynamics; discretion, good judgment, and ability to maintain confidentiality; must have proven ability to deal tactfully with faculty, students, and staff; advanced computer proficiency using SAP, Word, PowerPoint, Excel, FileMaker, and Outlook; experience with MIT accounting procedures preferred; and experience with WordPress and/or InDesign a plus. Willing to learn new programs and software as needed. Must be able to work under pressure, and adapt to changes in work requirements. Strong writing and proofreading skills required.