ACT
**MIT program
in art, culture and
technology**
School of Architecture + Planning

Job Title: Administrative Assistant II	**Position Title:** Academic Assistant
Reports to: Administrative Officer	**% Effort or Wkly Hrs:** 40 hours
Department: Program in Art, Culture and Technology	**Prepared by:** Marion Cunningham
Date: October 3, 2018	

Position Overview

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.

The person in this position provides significant support to the Director. This support generally involves the preparation of professional correspondence to peers and dealing with confidential information and/or issues requiring discretion and judgment. Responsibilities include maintenance of the Director's calendar, travel, and other administrative support as needed; support of 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.

With the Media Associate and the Finance and Facilities staffperson, 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.

This individual also manages the faculty review of graduate applications and information requests from prospective applicants and provides routine office support and backup as needed.

Principal Duties and Responsibilities (Essential Functions****):**

Support the Director (35%)
- Arrange travel as required
- Process reimbursement requests
- 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.
- Manage email correspondence
- Aid in preparation of the President's Report, material submitted for review by the MIT Visiting Committee, and NAAB accreditation process

Program Administration (20%)
- Maintain program calendar and assist with daily professional activities
- Handle administrative aspects of faculty searches, and appointments or promotion cases
- Schedule faculty and staff meetings; prepare materials, take minutes for faculty meetings, monitor action items
- Archive class posters, syllabi, course descriptions, lecture series posters, final reviews program books, and other materials

Academics (15%)
- Support faculty in exam scheduling, grade collection, stellar site creation, and other matters as required
- Collect course descriptions and syllabi
- Organize library reserve lists, guide TA's in preparation of course readers, 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 and subject evaluation process
- Coordinate midterm and final reviews, and end of year thesis exhibition
- Organize and aid the recruitment and training of the TAs, edit and public TA handbook
- Edit program requirements list
- Maintain files on HASS concentrators
- Work with faculty and TA to schedule Visiting Artists, make travel and accommodations arrangements, when necessary, process honoraria and travel payments
- Organize ACT's TA Training sessions

Routine Office Support (10%)
- 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 as needed
- Serve as liaison between program and Headquarters as required
- Work with other administrative staff to comply with budgets

Admissions (10%)
- 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 review 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

Communications (5%)
- Help write and edit materials as required.
- Design handouts, flyers, and small brochures

Academic Assistant Job Description

- Create program newsletters, press releases, and other communications as required
- Prepare content for web

Special Events (5%)
- Serve as primary contact for student helpers as they design, print, and post weekly announcements
- Works with Communications and Public Programs Associate to execute ACT Open Houses

In addition, this person is asked to perform other duties as needed or required.

<u>Supervision Received:</u>
The Academic Assistant works with a high level of independence and reports to the Administrative Officer for general supervision. They are responsible for meeting deadlines and exercising judgment in establishing priorities and determining methods and techniques for fulfilling responsibilities professionally.

<u>Supervision Exercised:</u>
The Academic Assistant generally supervises student workers – creating job descriptions, hiring workers, and supervising them.

<u>Qualifications & Skills:</u>

REQUIRED
Three years of office experience.

- Excellent organizational and **interpersonal skills**;
- Ability to function autonomously in a highly visible position that is subject to **frequent interruptions**;
- **Team Player.** Ability to work as part of the ACT team and to organize, set priorities, and multitask with minimal supervision;
- **Problem Solver.** Exceptional analytical, problem solving, and critical thinking aptitude;
- **Organizational understanding.** Sensitivity to organizational dynamics;
- Must have proven ability to deal tactfully with faculty, students, and staff;
- **Software knowledge.** Advanced computer proficiency using SAP, Word, Powerpoint, Excel, Filemaker, and Outlook. Willing to learn new programs and software as needed.
- Must be able to **work under pressure**, and adapt to changes in work requirements.
- **Writing Skills.** Strong writing and proofreading skills required.

Discretion, good judgment, and the ability to maintain confidentiality are essential.

PREFERRED

MIT experience a plus; experience with MIT accounting procedures preferred; and experience with WordPress and/or InDesign a plus.