Job/Position Description

OVC Office: Undergraduate Advising Center (UAC)

Title: Assistant Dean, Proactive Advising Initiatives (PAI)

Date: January 2024

Overview Statement:

The MIT Undergraduate Advising Center (UAC) seeks an experienced and dynamic Assistant Dean, Advising & Proactive Advising Initiatives (PAI) to join our team. Under the supervision of the Associate Dean for Advising & Academic Achievement (AAA), the Assistant Dean, PAI will be responsible for managing an advising caseload of MIT undergraduate students, while assisting with the implementation of a new student success software at MIT, including a comprehensive early alert system. The Assistant Dean, PAI will work with Associate Dean, AAA to design, maintain, and effectively measure the systems progress including department and university goals and objectives, collection and assessment of data, and utilization of the results for enhancing the undergraduate student experience and success.

Characteristic Duties and Responsibilities:

- Manages an advising caseload of undergraduate students, caseload number is variable, depending on incoming class size.

- Advises students in areas such as course selection, degree planning, career paths, and graduate school opportunities while maintaining an understanding of the unique challenges faced by MIT students.

- Maintains accurate and up-to-date records on student advising caseload, using data to inform programmatic and policy decisions.

- Collects, analyzes, and interprets data related to proactive student success initiatives, including software efficiency, processes, reports, and general system maintenance.

- In collaboration with the UAC team, develops and maintains training materials and shared user manual and online modules. This includes partnering with other campus units to provide support and increase the visibility and participation of users.

- Takes a leading role in the management and maintenance of student success software, including modifying roles, permissions, testing, and technical troubleshooting within the student success platform.
● Develops and delivers proactive student success workshops.

● Occasional weekend/evening work may be required as the needs of the position demand.

● Performs other duties as assigned.

**Supervision Received:**

Supervision is received from the Associate Dean, Advising & Academic Achievement, Undergraduate Advising Center.

**Supervision Exercised:**

Supervision is exercised over at least one Staff Associate.

**Qualifications and Education:**

Master’s degree required and at least five years of advising, counseling, or academic administration experience required including experience with advising/student success technology and data analytics. Demonstrated knowledge of student development theories. Demonstrated experience with student retention/advising software is preferred. Demonstrated ability to work collaboratively with a diverse range of stakeholders including students, faculty, and staff. Strong analytical skills with the ability to analyze, interpret, and effectively present data related to student success and retention, advising effectiveness, and/or programmatic outcomes. Experience managing or leading others is preferred. Excellent communication skills, both written and verbal, with the ability to convey complex information to a variety of audiences, including developing and facilitating workshops. Should have the creativity, resourcefulness, and flexibility to work within a fast paced and ever-changing environment.

This is a full-time, hybrid position with occasional evenings and weekends. To apply for this position, please submit a cover letter and resume. The hiring salary range is **$82K-95K**.

A full description is available [here](#).