Job/Position Description

**OVCA Office**: Undergraduate Advising/Office of the First Year

**Title**: Staff Associate I, Advising and New Student Programming

**Date**: January 2024

**Overview Statement:**
The Staff Associate works with the staff in the Office of the First Year (OFY) within the Undergraduate Advising Center (UAC) to develop, implement, and assess programs that are designed to facilitate the academic success, community engagement, social adjustment, and assimilation to the Institute for first-year students.

Characteristic program areas include the management and coordination of orientation programs, specifically the First-Year Pre-Orientation Programs (FPOPs); learning strategies programming; training for orientation leaders; major exploration programming. Advises and works collaboratively with teams of students to design and implement programs that support student academic success and social adjustment. Works with MIT Alumni Relations in coordinating specific aspects of Parent Orientation. Contributes to the accomplishment of the overall goals, objectives, and direction of the Office of the First Year and Undergraduate Advising Center. Serves as a first-year advisor, a secondary advisor to upper-level students, and a consultant to faculty advisors. This staff member will also coordinate the OFY social media, SLACK, and web page maintenance.

**Characteristic Duties and Responsibilities:**
- Serves as the academic advisor to a cohort of first-year students, including all participants in a first-year advising seminar, and as a secondary advisor to upper-level students.
- Serves as a member of the advising team, providing academic information, trainings and advice to upper class students while maintaining a specific cohort.
- 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.
- Manages all communication for the Office of the First Year across multiple channels (social media, newsletters, emails, Slack, Website Management, etc.).
- Oversees and run the Parent and Family Orientation Program and serves as a key stakeholder in the Welcome Week committee for all OVC departments.
• Under the direction of the Assistant Dean, Advising & New Student Programming, develops rich and extensive programming to facilitate faculty engagement with first year students.

• Serves as point of contact and advisor for the FPOPs (First-Year Pre-Orientation Programs). Oversees centralized administration of program recruitment, student marketing and online application process/student placement for 600+ incoming students to participate in 25+ programs.

• Manages specific Orientation events as directed by the Assistant Dean, Advising & New Student Programming.

• Collaborates with other UAC/OFY colleagues in developing and piloting workshops and academic support programming, including learning strategies and academic support programs.

• Responsible for defining a strategy for developing and offering new student programming, such as weekly First Year Hubs, Faculty Sponsored Lunches, Major Exploration workshops, and more.

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

• Other responsibilities as assigned by the Assistant Dean, Advising & New Student Programming.

**Supervision Received:**
Direct supervision is received from the Assistant Dean, Advising and New Student Programming

**Supervision Exercised:**
Daily supervision is exercised over the Graduate Intern, student employees, and Orientation Staff.

**Qualifications and Education:**
A bachelor’s degree and at least two years of relevant experience required.

A master’s degree with one year of experience in academic administration is preferred. This work could involve time as a Graduate Assistant while earning the Master’s.

Familiarity with undergraduate academic environment is desired. Ability to advise diverse student populations and work collaboratively with faculty, administrators, and students is essential. Position involves extensive student contact, including evening work. Experience in developing and offering programming is desired. Must possess strong organizational ability and strong interpersonal and communication skills. Must be able to demonstrate excellent judgment and discretion in handling confidential information. Initiative, flexibility, and ability to work in a high energy, dynamic and ever-changing environment is necessary. Should have the ability to work in a collaborative, team environment. Attention to detail,
organization, ability to meet deadlines, and multi-tasking is essential. Experience in large event planning, graphic arts web-site development and maintenance is desired.

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 $55-65K.

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