

## ***Job/Position Description***

**OVC Office:** Undergraduate Advising Center (UAC)

**Title:** Staff Associate, Peer Advising and Transfer Student Success

**Date:** May 2024

### **Overview Statement:**

The Staff Associate for Peer Advising and Transfer Student Success will work closely with the Assistant Dean, Transfer Orientation & Peer Advising Program, within the Undergraduate Advising Center (UAC), to ensure a successful transition and the academic integration of transfer students at MIT. This staff will advocate for transfer students by taking the lead in community-building programs and events including orientation. Additionally, this position supports the peer advising and mentoring program (i.e., Associate Advisor Program) for undergraduate students. They will support the Assistant Dean in the recruitment, training, evaluation, and communication of peer mentors. The position includes supporting new initiatives to enhance the Associate Advisor Program and visibility of associate advisors on campus.

### **Characteristic Duties and Responsibilities:**

#### **Advising Caseload:**

- Serves as the academic advisor to a cohort of first-year students and as a secondary advisor to transfer and upper-level students.
- Advises students in areas such as course selection, resource navigation, degree planning, career paths, and graduate school opportunities while maintaining an understanding of the unique challenges faced by students.
- Provides individualized academic and personal advising to students, addressing their unique challenges and facilitating their academic success, while fostering a sense of belonging and empowerment.
- Maintains accurate and up-to-date records on student advising caseload, using data to inform programmatic and policy decisions.

#### **Support AD on Programmatic Support of Associate Advisor (AA) Program:**

- Responsible for communication of associate advisors including the AA Navigation Guide (monthly newsletter), Slack information, and the online advising calendar.
- Supports the Assistant Dean's efforts in implementation of the curriculum for the Associate Advisor Excellence Initiative to enhance advising skills and academic knowledge of peer mentors.
- Develops the Rewards and Recognition program and other incentives to enhance associate advisor engagement.
- Engages associate advisors in UAC programmatic efforts including weekly Hub and faculty lunches.
- Conceptualizes and develops Associate Advisor Pilot in academic departments.
- Collaborates with the Assistant Dean to design, implement, and evaluate programs and services that support the AA role.
- Provides logistical support and coordination for related activities and events.

**Coordination Transfer Student Orientation & Engagement Throughout Academic Year:**

- Takes the lead in planning and execution of transfer orientation and community-building events that provide a successful transition and the academic integration of transfer students.
- Ensures that transfer students feel welcomed, engaged, and experience a sense of belonging during orientation and throughout the year with targeted communication and support.
- Shares a caseload of transfer students with Assistant Dean as their secondary advisor.
- Collaborates/spearheads/oversees with the Assistant Dean to design, implement, and evaluate programs and services that support the academic and personal success of transfer students.

**Branding & Communication (Collaboration with Advising & Strategic Initiatives (ASI) team):**

- Works in partnership with the ASI team to develop branding strategies and communication materials aimed at promoting transfer student advocacy.
- In coordination with the Assistant Dean, supports development of curriculum for the Associate Advisor Academic Excellence initiative.
- Utilizes various communication channels to enhance visibility and awareness of associate advisors around campus, especially to first-year students.
- Utilizes various communication channels to enhance visibility and awareness of transfer students with campus partners and all undergraduates.
- Supports Assistant Dean, Transfer Orientation & Peer Advising Program in the development of web content, social media, print publications, and informational materials.
- Occasional weekend/evening work may be required as the needs of the position demand.
- Other responsibilities as assigned.

**Supervision Received:**

Supervision is received from the Assistant Dean, Transfer Orientation & Peer Advising Program In the UAC.

**Supervision Exercised:**

Peer student advisors/mentors

**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 advising, counseling, or academic administration is preferred. This work could involve time as a Graduate Assistant while earning the Master's.

Experience in advising, counseling, or academic administration in higher education required, including a demonstrated understanding of the unique challenges and experiences faced by transfer and first-year students and experience with peer advising/mentoring programs. Ability to build partnerships and work collaboratively with a diverse range of stakeholders including students, faculty, and staff is essential. Must possess strong organizational, interpersonal, and communication skills. Experience supporting program development and implementation



strongly preferred. Must be flexible and willing to work as a member of a team within a busy, dynamic, 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 **\$55-65K**.