

Position Description

OVC Office: Undergraduate Advising Center (UAC)

Title: Staff Associate I - Advising & Proactive Support Initiatives (APSI)

Date: August 2024

Overview Statement:

The Undergraduate Advising Center (UAC) was recently established in order to provide students a more consistent and holistic advising experience throughout the duration of their academic journey at MIT. Positioned within the Advising and Academic Achievement subunit of the UAC, the Staff Associate for Advising & Proactive Support Initiatives will be responsible for maintaining an advising caseload of undergraduate students, as well as assisting with projects related to the implementation of a new Student Success Platform (SSP) and initiatives related to proactively supporting students with at-risk factors. The ideal candidate for the Staff Associate I, APSI position is passionate about working with college students, is technologically adept, is a flexible and adaptable team member, and embraces change as responsibilities evolve over time.

Characteristic Duties and Responsibilities:

- Serves as the primary academic advisor to a cohort of first-year students and as a secondary advisor to a cohort of 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 MIT 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.
- Collaborates with the Assistant Dean of Proactive Advising Initiatives (PAI) to develop and maintain SSP training materials for faculty, staff, and students. Prepares training material in various formats, including for in-person presentations as well as for virtual access in MIT's Learning Management System (LMS), Canvas.
- Facilitates in-person and virtual SSP training sessions for faculty, staff, and students, to ensure their understanding of system processes and procedures. Training sessions will occur in both 1:1 and group formats.
- Assists with testing SSP workflows and identifying potential roadblocks and areas for improvement within the system.
- Collaborates with various campus stakeholders to expand adoption and usage of the SSP beyond the UAC.



- Assists with developing processes and initiatives to support students who have been identified with at-risk factors
- Collaborates with the Advising & Academic Achievement team to develop and deliver student success workshops on topics such as time management, study skills, and resiliency.
- Collaborates with Student Support Services (S³) and other campus partners as appropriate to support students who are on warning and got flagged by the Committee on Academic Performance (CAP).
- Assists with programming and event management as needed.
- Occasional weekend/evening work may be required as the needs of the position demand.
- Performs other duties as assigned.

Supervision:

- Supervision is received from the Assistant Dean of Proactive Advising Initiatives.
- This position will not directly supervise any professional staff.

Qualifications and Education:

- A bachelor's degree and at least one year of relevant experience (in advising, counseling, or academic administration) required. A master's degree with one year of relevant experience is preferred. This work could involve time as a Graduate Assistant while earning a Master's.
- Demonstrated proficiency with technology platforms and digital tools with a proven ability to quickly learn and adapt to new technologies required. Demonstrated experience with student retention/advising software is preferred.
- Proven organizational, communication, and program development skills with the ability to convey complex information effectively to diverse audiences, including developing and facilitating workshops.
- Experience in collaborating and working with diverse campus stakeholders, including students, faculty, and staff, to enhance support initiatives for students.
- A demonstrated commitment to advancing diversity, equity, and inclusion within an academic community.
- Ability to analyze, interpret, and effectively present data related to student success, advising effectiveness, and/or programmatic outcomes. Adaptability and flexibility in a fast paced, dynamic work environment with the ability to embrace and manage changes as they arise.



This is a full-time, hybrid position, requiring 3 days per week on-campus during the academic year with the understanding that more of an in-person presence may be required during peak periods, such as orientation, registration, and other critical times throughout the year.

Application Process:

- Please submit a cover letter and resume to apply.
- The hiring salary range for this position is \$56,600-\$65,000.

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