

## Job/Position Description

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

**Title:** Staff Associate I - Faculty Engagement, Tutoring & Advising (FETA)

**Date:** August 2024

### **Overview Statement:**

The Staff Associate I for Faculty Engagement, Tutoring & Advising (FETA) will collaborate closely with the Assistant Dean for Academic Enrichment and Advising Support (AEAS) within the Undergraduate Advising Center (UAC) to assist with streamlining academic support at the Institute, providing faculty advising support, and serving as a first-year advisor and a secondary advisor for upper-level students. The role encompasses advising responsibilities, programmatic implementation support, enhancing program communications, and collaboration with campus stakeholders to improve academic support for students and faculty advisor training. This position requires creativity, flexibility, initiative, strong communication skills, problem-solving skills, and a dedication to providing excellent advising and academic support administration.

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

- Serves as the academic advisor to a cohort of first-year students and as a secondary advisor to 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.
- Supports the Assistant Dean, AEAS in efforts to streamline tutoring and academic support at MIT.
- Engages with stakeholders and students to better understand existing programs and processes.
- Assists with the creation of streamlined processes for tutoring and academic support.

- Assists in presenting faculty advisor training in 1:1 and group formats on advising best and high-impact practices, encouraging faculty engagement and community building.
- Collaborates with the Assistant Dean, AEAS on the development and maintenance of faculty advisor training materials and sessions. 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.
- Partners with the Advising & Strategic Initiatives (ASI) team to develop branding and marketing strategies and communication materials aimed at promoting AEAS initiatives, programs, and academic support resources across campus.
- Utilizes various communication channels to enhance visibility and awareness of tutoring services within the university community.
- Supports the Assistant Dean, AEAS in the development of relevant content, including web, social media, print publications, and informational materials.
- Assists in facilitating workshops for students focused on time management, STEM study strategies, resiliency training, mindset shifts, calendaring, etc.
- 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 Assistant Dean, Academic Enrichment and Advising Support.

**Supervision Exercised:** May include supervision over student employees

**Qualifications and Education:**

- A bachelor's degree is required 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.
- Experience in tutoring or academic support program management is preferred.
- Demonstrated proficiency with technology platforms and digital tools with a proven ability to quickly learn and adapt to new technologies required. Demonstrated experience with tutoring management software is preferred.
- Experience in collaborating and working with diverse campus stakeholders, including students, faculty, and staff.
- A commitment to advancing diversity, equity, and inclusion within an academic community.
- Proven organizational, communication, and program development skills with the ability to convey complex information effectively to diverse audiences, including developing and facilitating workshops.



- Adaptability and flexibility to work effectively in a dynamic, fast-paced, ever-changing environment with the ability to embrace and manage changes as they arise.
- Willingness to occasionally work evenings and weekends.

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 is \$56,600-\$65,000.

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