

Job/Position Description

OVC Office: Undergraduate Advising Center (UAC)

Title: Staff Associate I, Advising & Upper-Level Student Engagement

Date: December 2024

Overview Statement:

The Staff Associate for Advising & Upper-Level Student Engagement will work closely with the Associate Dean, Advising & Strategic Initiatives (ASI), within the Undergraduate Advising Center (UAC), to ensure adequate support and programming for upper-level undergraduate students at MIT. In addition to having an advising caseload of students, this staff member will partner with the Associate Dean, ASI to develop and promote engagement activities specifically designed for sophomores, juniors, and seniors.

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 at MIT.
- 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 ASI team efforts to develop and implement a holistic advising curriculum for upper-level students, designed to complement and supplement the advising received in their academic department.
- Collaborates with the Associate Dean, ASI to design, implement, and evaluate programs and initiatives specifically for sophomores, juniors, and seniors.
- Provides logistical support and coordination for related activities and events.
- Collaborates with UAC staff, academic departments, and other student support units to develop and implement academic support programming that enhances student engagement and success.
- Partners with the Associate Dean, ASI to coordinate and execute monthly meetings for undergraduate department staff.
- Serves on committees as assigned by the Associate Dean, ASI.
- 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 Associate Dean, Advising & Strategic Initiatives (ASI).

Supervision Exercised:

No direct reports.

Qualifications and Education:

A bachelor's degree and at least one year 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.

Familiarity with the 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 occasional evening work. Experience in developing and offering programming is required. Must possess strong organizational ability as well as 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.

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

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