

## Job/Position Description

**OVC Office:** Undergraduate Advising Center/Office of the First Year

**Title:** Staff Associate I, Advising and Academic Performance (AAP)

**Date:** December 2024

### **Overview Statement:**

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

Characteristic programs areas include the management of Advanced Placement Examinations, International Baccalaureate, A-level, other international exams and transfer credit evaluations for incoming first-year and transfer students. Serves as a first-year advisor, a secondary advisor to upper-level students, and a consultant to faculty advisors. This staff member will also aid with the coordination of the Committee on Academic Performance (CAP) meetings in Monthly and End of Term meetings in January and June.

### **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.
- Serves as a member of the advising team, providing academic information, trainings and advice to upper class students while maintaining a specific cohort of students.
- 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 and advising data to inform programmatic and policy decisions.
- Oversees all academic programming (including open classes, learning communities' engagement, Academic Expos, etc.) that the Office of the First Year spearheads throughout the academic year and summer orientation programming.

- Runs the Advanced Standing Exam (ASE) sign up process annually and work with the various Academic Departments to coordinate test timing, management, and execution.
- Assists the Associate Dean and Director, Office of the First Year with First Year Faculty and Staff Advisor Trainings.
- Processes advanced placement, international baccalaureate and A-Level examinations and transfer credit for first year students. Applies pending credit to the first year folder prior to each Fall term and passes data to Registrar for application to MITSIS and permanent student records.
- Executes and plans all logistics in reference to the Committee on Academic Performance monthly and end of term meeting, including all catering and event needs.
- Responsible for defining a strategy for developing and offering new focused academic programming such as workshops and more.
- Collaborates with the Advising and Academic Achievement team in the UAC to provide programmatic support to first-year and upper-level students on the CAP list.
- Utilizes academic trends and CAP Data to create assessments, reports, and proactive initiatives to strengthen support and academic preparedness.
- Occasional weekend/evening work may be required as the needs of the position demands.
- Other responsibilities as assigned by the Assistant Dean, Advising and Academic Performance

**Supervision Received:** Direct supervision is received from the Assistant Dean, Advising and Academic Performance.

**Supervision Exercised:** Daily supervision may be exercised over a Graduate Intern, student employees and Orientation Staff.

**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 academic administration is preferred. This work could involve time as a Graduate Assistant while earning a master's degree.

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 some evening work. Must possess strong organizational ability and strong interpersonal and

communication skills. Must be able to demonstrate excellent judgment and discretion in handling confidential information. Knowledge of data manipulation and Excel spreadsheets required. 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 and the ability to meet deadlines is essential.

This is a full-time, hybrid position with occasional weekend work.

**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](#).