

Department of Architecture

Position Title: Administrative Officer

Job Title: Mgmt 4, Admin & Operations, Acad, Gr. 11

Effort: 100%

Term: N/A

The fields of architecture, city planning, media, design, real estate, and art are first and foremost dedicated to improving the human condition and quality of life for all people. This credo applies in all the varied communities in which we are engaged, including our own here at MIT. We value each member of our community—students, faculty, postdocs, staff, and visitors—as human beings, with all our wonderful differences. These differences in culture, life experience, and opinion, fuel creative ideas and actions, which are the core of our School’s educational mission.

SUMMARY

The oldest architecture program in the nation, the Department of Architecture is a complex academic department with over 30 faculty and 20 additional teaching staff, 275 graduate students, and 20 administrative and research staff within MIT’s School of Architecture and Planning.

The Administrative Officer (AO) serves as the chief financial and administrative person for the Department of Architecture. In this capacity, the AO develops staff and delegates staff duties and responsibilities as needed; serves as the senior operations administrator and strategist in the department; and manages and supervises the finance, academic administration, human resources, information technology, communications, and facilities functions for the department.

POSITION RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Manages and develops strategic and operational plans and systems to ensure the department achieves its mission and goals; oversees the allocation of departmental financial, technical, and personnel resources.
- Develops and implements new policies and procedures as needed for the department.
- Delegates staff duties and responsibilities as needed.
- Provides counsel, guidance, and support to the department head, faculty, researchers, students, and staff on departmental, School and MIT administrative policies and processes.
- Hires, trains, onboards, manages, and develops non-academic staff and is the first point of contact for most HR-related issues.
- Fosters a diverse, equitable, and inclusive work and learning environment.

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- Develops and manages budget and financial projections for department-controlled funds; maintains departmental statistical data and produces reports for the purposes of strategic planning.
- Oversees all aspects of both pre- and post-award administration of research, discretionary, and Institute funding. Ensures compliance with Institute funding sources and federal guidelines and regulations.
- Manages the administration of the department's graduate and undergraduate programs, including the department's admissions process and allocation of financial aid resources; collaborates closely with faculty and student support leadership to allocate aid, and teaching and research assistantships.
- Oversees and coordinates the administrative aspects of faculty search and promotion processes, academic appointments, hiring and appointment of lecturers, and visa applications.
- Maintains space accounting; oversees and assists in the coordination of space changes and environmental health and safety compliance.
- Collaborates with colleagues across the School and Institute to accomplish goals; may serve on departmental, School or Institute-wide committees.
- Coordinates and oversees bi-annual visiting committee report and visit.
- Works closely with staff to process visas for visitors and is the main contact for the MIT's International Scholars Office and the International Students Office.
- Other duties as necessary.

SUPERVISION RECEIVED

Reports to the faculty department head.

SUPERVISION EXERCISED

Nine direct reports: senior staff in IT, finance, communications, and academic administration, as well as six area assistants.

QUALIFICATIONS

Required

- Bachelor's degree and minimum of seven years of administrative experience in an academic setting.
- Experience developing and managing employees and supervising teams.
- Excellent analytical and financial skills.
- Understanding of financial and research administration in an academic/research environment.
- Strong interpersonal, oral and written communication skills, including ability to communicate with and influence individuals at various organizational levels.
- Experience managing change, as well as handling multiple tasks and changing/conflicting priorities.
- Sound judgment, tact, and ability to handle sensitive and confidential matters with discretion.
- Advanced knowledge of databases (Filemaker preferred), spreadsheets and accounting principles.

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- Knowledge of or ability to rapidly learn MIT financial, HR, and operational systems.

Preferred

- Experience with graduate student financial aid and visa processes.
- Familiarity with ServiceNow a plus.