**Job Description**

<table>
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<tr>
<th>Job Title: Academic Program Administrator, Gr. 7</th>
<th>Position Title: Academic Administrator - Master’s Degree Programs</th>
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<tbody>
<tr>
<td>Reports to: Academic Programs Manager</td>
<td>% Effort: 100% Effort</td>
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<tr>
<td>Department: Architecture</td>
<td>Prepared by: Andreea O’Connell</td>
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<td>Date: 6/1/2021</td>
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**Position Overview:**

The Academic Administrator will work in a team-based environment to manage all Course IV student-services areas from admissions through graduation for all master’s degree programs. Will provide information and advice to prospective students on graduate admissions policies, procedures, and requirements for the master’s degree programs. Will oversee recruitment, admissions, orientation and registration processes. Will serve as the primary resource to faculty, staff and students on matters related to the degree programs. Will advise graduate students on academic and administrative concerns, counsel students in need and refer to appropriate resources, when necessary. Monitor students’ progress, prepare regular reports, audits and provide information to students and advisors to help keep students on track towards graduation. Collaborate as member of the Architecture HQ team, participating in key strategic and operational planning activities, particularly as they relate to the effective management of student services and administration. Serves as staff to graduate degree curriculum committees, the Department Committee on Graduate Students and serves on Institute committees related to student wellbeing.

**Principal Duties and Responsibilities (Essential Functions):**

- Serve as department expert on degree requirements, policies, procedures and Institute specifications in regard to master’s programs.
- Working together with the Admission Coordinator, oversees the recruitment and admissions process, and serve as a primary contact for all applicants. Works closely with the Admissions Coordinator and the Admissions Committees, oversees preparation of admittance and rejection letters, and correspond with applicants as necessary. Collect and prepare admissions statistics reports.
- Organize and manage orientation and pre-orientation programs for incoming students as well as Open House, set schedule, identify participants, oversee the preparation of announcements and materials, room and catering reservations. Participate in the orientation and Open House sessions. Update and prepare text for incoming student fall preparation website.
- Manage the registration process for the master’s degree programs. Resolve registration issues with students as needed. Work with faculty Discipline Group Directors to assign registration officers to incoming master’s degree students. Prepare audits prior to registration and collaborate with advisors on individual student registration. Communicate with director of program when programmatic concerns are identified. Provide guidance to Curriculum Committees regarding curriculum and policy adjustments. Communicate curriculum and policy to students.
- Serve as registration officer for MArch thesis students. Work with MArch curriculum committee members to assign advanced standing subject credit for MArch Level II students prior to registration. Oversee the organization of mid- and end-of-term thesis reviews for MArch candidates. Ex officio member of the M.Arch Curriculum Committee managing the agenda, scheduling meetings and communicating curriculum changes. Oversee and revise thesis website content on a regular basis.
- Advise master’s degree students on thesis procedures, schedule and Institute specifications; work with Manager, STOA and assistants to manage, process and review thesis for compliance, prepare checklist and inform students of modifications required, and confirm degree candidate academic eligibility for graduation. Attend OGE run Graduate Academic Performance grades meetings to request Vice Chancellor warning letters and submit approved degree list.
• Oversees M.Arch dual degree students and Course 4 Urban Design Certificate students for the Department.
• Ex officio member of the Department Committee on Graduate Students. Works with Manager and Graduate Officer to organize agenda addressing academic and curricular issues across graduate programs.
• Primary contact for graduate students in distress. Counsel students and coordinate support services with OGE GradSupport, Care Team, Student Disabilities Office, Title IX and Bisas Response Office, Violence Prevention and Response, Ombuds Office.
• Organize Teaching Assistant training each fall and spring in conjunction with Administrative Officer and Area Administrators.
• Serve as contact person and oversee the Visiting Student Process with Discipline Group Directors and area assistants.
• Oversees the preparation of the online Department Handbook, the Department’s Website, and brochures or publications that that relate to the degree programs of responsibility. Write and update text, as necessary.
• Manage studio allocation and selection process for all students enrolled in design studios each term. Oversees organization of faculty studio presentations in conjunction with AU area assistant, producing lottery slips for studio preferences, assisting the Department Head with final selection, coordinate with Administrative Officer on studio numbers, recommend exceptions/alterations, communicate decisions to students.
• Determine appropriate design studio space assignments each term; negotiate conflicts and propose solutions. Oversee allocation of desks for SMArchS students and SMArchS and M.Arch thesis students.
• Serve as departmental contact for English as a Second Language requirement and liaison with the English Language Studies Office.
• Serve as departmental contact for all Architecture graduate students pursuing Optional Practical Training and Curricular Practical Training. Oversee Practical Experience program registration by monitoring application and evaluation process, preparing necessary correspondence for the International Students Office (ISO) and monitor student compliance. Act as a liaison with ISO.
• Organize end-of-year department awards and presentations.
• Provide support for ad hoc projects as needed and defined by Manager, Department Head or Administrative Officer.

Contacts required to Perform Duties:

Department Head, Administrative Officer, Manager of Academic Programs, departmental student services team, departmental faculty and discipline group staff, Graduate Students Office, GradSupport, Care Team, Student Disabilities Office, Hand-Mind-Heart, English Language Studies Office, International Students Office, and the Office of the Registrar.

Supervision Received:

Reports to the Academic Programs Manager

Qualifications & Skills:

A Bachelor’s degree and a minimum 2 years of academic administration experience required. Experience in a student services setting and/or advising students is a plus. Should possess a high degree of initiative; excellent organization, interpersonal and communication skills; and the ability to manage a variety of tasks concurrently. Experience in supporting Equity and Inclusion agenda for graduate and undergraduate community. Evidence of strategic and tactical thinking about DEI and ability to scale projects to achieve maximum impact. Must be able to work both independently and as part of a team, and remain flexible as situations demand. Excellent computer skills required. Database experience required; FileMaker experience preferred. Familiarity with WebSIS, WebGradAid, and the MIT graduate admissions office database is a plus.