

Contact - Title - Responsibilities	Monday	Tuesday	Wednesday	Thursday	Friday	
Alan Reyes - 617-253-7387 - guate97@mit.edu - Headquarters Assistant: Initial departmental on-boarding, visa processing, general inquiries, scheduling meetings for the Department Head and Administrative Officer		9am-5pm	9am-5pm	9am-5pm		Working Remote
Andreea O'Connell — 617-253-7908 - andreeao@mit.edu - Administrative Officer: Budget management, operations management, accounting, sponsored research, human resources, space, visa and appointments review and approvals, appointments, TA approvals, studio travel proposals/approvals, workshop proposals/approvals	7:30am-4pm	7:30am-4pm	7:30am-4pm	7am-5pm	7am-5pm	Working on Campus
Aidan Flynn - 617-253-0692 - aflynn@mit.edu - Room 7-344A - Postgraduate Teaching Fellow, Communications - Communications, lecture series, publications, exhibits, email digest, social media, archiving	10am-6pm	9am-5pm	10am-6pm	10am-8pm	10am-6pm	
Christopher Jenkins - 617-253-4412 - jenkinsc@mit.edu - Room 10-491M - Administrative Assistant: Design studio travel arrangements, faculty reimbursements, travel reports, supply orders		9am-5pm	9am-5pm		9am-5pm	
Darren Bennett - 617-253-3615 - darrenb@mit.edu - Webmaster, Graduate Admissions Coordinator: Department website including creating instructor profiles, introduction to website resources specific to instructors	8am-4pm	9am-5pm	9am-5pm	8am-4pm	8am-4pm	
Doug Le Vie - 617-253-9824 - dougl@mit.edu - Fiscal Officer: Appointment/Payroll related issues	9am-5pm	9am-5pm	8am-4pm	8am-4pm	8am-4pm	
Eduardo Gonzalez - 617-452-4720 - eduardog@mit.edu - Computer Support Assistant: Assists faculty, staff and students get up and running with computer and printing. Performs maintenance of computers, printers and other systems around the Department.	9am-5pm		9am-5pm	9am-5pm		
Eleni Aktypi - 617-253-7494 - aktypi@mit.edu - Room 10-491M - Administrative Assistant: Managing design studio budgets, processing guest critic honoraria, issuing studio expense reimbursements, managing visiting faculty travel budgets and providing reimbursements	9am-5pm	9am-5pm		9am-5pm		
Gina Halabi - 617-324-7474 - ghalabi@mit.edu - Assistant to the Department Head: Questions about faculty affairs, departmental meetings or initiatives, promotion and tenure, mentoring	9:30am-5:30pm	9:30am-5:30pm		9:30am-5:30pm		
Inala Locke - 617-258-0931 - ilocke@mit.edu - Room 7-301 - Administrative Assistant: Procurement card charges, reimbursements, office supply orders, lecture scheduling, TA payroll assistance, travel report submission		9am-5pm	9am-5pm	9am-5pm		
Jose Luis Arguello - 617-253-1400 - jlar@mit.edu - Room 10-390 - AKPIA Program Assistant: Orientation for arriving AKPIA scholars, announcement of academic research to the interested community at MIT	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-2pm	
Kathaleen Brearley - 617-253-8439 - brearley@mit.edu - Room 3-305 - Administrative Assistant: HTC Subject coordination from planning through grades. Local Orientation	8am-4pm	8am-4pm	8am-4pm			
Matthew Harrington - 617-324-9740 - mjharrin@mit.edu - Director of Technology, STOA: Technology consultation and facilitation, collaboration platforms, endpoint management and support, and technology operations and infrastructure.	8am-4pm	8am-4pm			9am-5pm	
Paul Pettigrew - 617-715-5778 - paulpett@mit.edu - Coordinator of Undergraduate Initiatives & Manager of Special Projects: Undergraduate Architecture Majors, Undergraduate Design Minors, IAP/Winter Internships, Career Fairs, Alumni Coordination, NAAB Accreditation Monitoring/Coordination & Architecture School Rating Agencies Monitoring/Coordination		9am-5pm	9am-5pm	9am-5pm		
Stacy Clemons - 617-253-1876 - stacyvc@mit.edu - Room 5-418 - Administrative Assistant: Building Technology class, calendar, and event scheduling, travel coordination, admissions inquiries, financial reimbursements and reporting.	8am-4pm		8am-4pm	8am-4pm		
Suela Caushi - 617-715-2351 - scaushi@mit.edu - Senior Financial Assistant: Faculty research funding	9am-5pm	9am-6:30pm	9am-6:30pm	9am-5pm	9am-2pm	
Tessa Haynes - 617-253-7792 - thaynes@mit.edu - Academic Programs Manager: Undergraduate and PhD academic administrator: registration, grades, required class scheduling & catalogue, department and Institute academic programs	8am-4pm	8am-4pm	9am-5pm	8am-4pm	9am-5pm	
Tonya Miller - 617-253-7386 - miller_t@mit.edu - Room 7-344A - Student Services Assistant: Class scheduling, final exam scheduling, syllabi, subject descriptions, course evaluations, faculty, staff and thesis websites	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	
Amanda Moore - 617-253-0692- amm@mit.edu - Room 7-344A - General Communications, lecture series, publications, exhibits, email digest, social media, archiving	8:30am-4:30pm	8:30am-4:30pm	9am-5pm	12pm-8pm	9am-5pm	
Kateri Bertin - 617-253-4408 - kbartin@mit.edu - Graduate Administrator: MArch, SMArchS, SMBT, SMACT student administrator, department and Institute academic policies, registration, graduate student personal support, thesis reviews, design studio allocation process, design studio space requests, graduate admissions information	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	