Job Description

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<th>Job Title/Job Code: Mgmt 2, Advising &amp; Acad Admin</th>
<th>Position Title: Academic Programs Manager</th>
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<tr>
<td>Reports to: Administrative Officer</td>
<td>% Effort or Wkly Hrs: 100% Effort</td>
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<td>Department: Architecture</td>
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Position Overview:

The Academic Programs Manager will oversee and manage the educational office for the Department of Architecture. This will include working directly with the staff to lead and manage all Course IV student-services areas including recruitment, admissions, registration, academic auditing, and graduation for three Ph.D. programs, all undergraduate majors and master degree programs. This position will supervise a wide range of departmental academic activities, advise students, track academic progress and serve on Institute committees pertaining to education. The Academic Programs Manager will be the primary strategist and department authority on the administration of all academic matters, and will manage a team of three people.

Primary Responsibilities:

- Serve as department expert on degree requirements, policies, and procedures.
- Provide leadership and direction on all academic programs, rules and regulations of the Institute (residency/non-residency status, withdrawal, tuition policies, childbirth accommodations, etc.).
- Oversee the revision and development of new and existing degree programs by working with the Committee on Graduate Students, the Academic Administrator, and the catalog coordinator.
- Work with Academic Administrator for Masters Programs and the Graduate Officer to organize Department Committee on Graduate Students (COGS) meetings addressing issues of concern across graduate academic programs. Ex-officio staff member on PhD and SMArchS Curriculum Committees.
- Advance the departmental strategy to support Equity and Inclusion agenda for graduate and undergraduate community in coordination with the DEI staff at the level of School and Department.
- Collaborate with undergraduate and graduate advisors, directors of the individual degree programs and responsible departmental officers on degree requirement changes, registration processes and student activities related to education.
- Advise instructors and advisors on class list monitoring, academic calendar, syllabi and subject description submission, Add/Drop/Status Change process, grading, review and thesis deadlines before and during each term.
- Provide faculty and staff information and guidance needed to help them serve the students and the Institute.
- Provide support to Undergraduate Officer and Director of Undergraduate Program and assign faculty advisors, as necessary. Help train new advisors.
• Interact with MIT central administration and academic departments, including, but not limited to, the Graduate Education Office, Office of the Vice Chancellor, International Students Office, Career Advising and Professional Development, Office of the Dean for Student Life, Admissions Office, and the Office of the Registrar.
• Serve as departmental representative on Institute committees such as the Committee on Discipline, Committee on Curricula (COC), Committee on Undergraduate Programs, and Committee on Graduate Programs.
• Oversee class registration process for all degree programs. Instruct students, staff, faculty and instructors on the use of the MIT registration application, WebSIS and its various tools for monitoring and adjusting registration.
• Responsible for timely submission of department grade sheets each term. Prepare and disseminate online grade sheets with instructions to faculty each term, providing training and assistance to both instructors and area administrative assistants where needed. Analyze and provide recommendations for process improvement.
• Coordinate with the Registrar to provide WebSIS authorization to staff and faculty as needed. Provide training as needed and troubleshoot application problems.
• In coordination with PhD directors, review and revise PhD academic requirements, policies and procedure as needed. Advise PhD students, advisors, instructors, and staff of changes.
• Work with Academic Administrator for Masters Programs and the Graduate Officer to organize Department Committee on Graduate Program meetings addressing issues of concern across graduate academic programs.
• Oversee updates to the department online handbook and information regarding student policies and procedures. Advise and provide guidance to the Academic Administrator during this process.
• Oversee the training of area assistants on the use of the Student FileMaker database as a tool to assist with monitoring academic progress through their degree program.
• Other duties as needed or required.

Supervision Received:
Reports to the Administrative Officer for Architecture.

Supervision Exercised:
Will supervise the Academic Administrator, and 2 support staff (Admissions Assistant and Schedule and Catalog Assistant). Responsible for hiring, performance management and development, performance evaluation and ongoing supervision of staff.

Qualifications and Skills:
A Bachelor’s degree and a minimum of three years’ experience in academic administration is required. Must have demonstrated ability to work with students, faculty, staff on academic programs; ability to work effectively under pressure of deadlines and competing priorities in a fast-paced and demanding work environment; meticulous attention to detail while maintaining managerial perspective; ability to balance multiple tasks simultaneously, and a strong sense of organizational processes. Excellent communication skills, and exceptional supervisory, interpersonal, and organizational skills are essential. Strong emphasis is placed on customer service and enhancing and streamlining processes. Knowledge of MS Office Suite is required, experience with FileMaker, Smartsheet and WebSIS desired.