

MIT Architecture

Architecture Staff

MAIN OFFICE

Ana Miljački — 617-324-2071, Faculty Office — Room W41-4401, Department Head Office — W41-3405, miljacki@mit.edu
Department Head, Professor

Jacqueline Dufault — Room W41-3401, Slack: @Jacqueline Dufault, dufaultj@mit.edu
Director of Administration and Finance: 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

Sarah Beckmann — Room W41-3412 (DUSP location: W41-4206), sbeck12@mit.edu
Outreach and Communications Manager: Split between the Department of Architecture and DUSP for communications work, specifically around websites, social media, general news announcements, and best communications practices.

Darren Bennett — darrenb@mit.edu
Graduate Admissions Lead and Webmaster: Department website including creating instructor profiles, introduction to website resources specific to instructors

Kateri Bertin — 617-253-4408, Room W41-3411, kbartin@mit.edu
Graduate Administrator: MArch, SMArchS, SMBT, SMO student administrator; department and Institute policies; registration; petitions; graduate student personal support; thesis reviews and documents; graduate admissions; staff to the Committee on Graduate Students, MArch Curriculum Committee, and the SMArchS Curriculum Committee

Becca Bly — 617-253-9824, Room W41-3408, beccably@mit.edu
Financial Administrator: Faculty research funding

Joel Carela — 617-253-0692, Room W41-3412, jcarela@mit.edu
Communications Strategist, lectures/public programs, publications, exhibits, website, PR / marketing, special projects
To share news or other announcements, please email arch-comm@mit.edu

Nandini Choudhury — 617-715-4086, Room W41-3413, nschou@mit.edu
Diversity, Equity, and Belonging Officer: Diversity, Equity, and Belonging (DEB) Officer: Works with Architecture community to implement best practices that strengthen inclusion around race, ethnicity, gender, disabilities, sexuality, nationality, social class, and religion, with a particular focus on students

Eliza Hamilton — 617-253-9824, Room W41-3409, eham@mit.edu
Senior Finance Manager: Appointment/Payroll related issues

Tessa Haynes — 617-253-7792, Room W41-3410, thaynes@mit.edu
Assistant Director of Academic Programs: Manages Student Services team, Undergraduate and PhD academic administrator, registration, grades, department and Institute academic policies, student personal and academic support, staff to the Committee on Graduate Students and the Undergraduate Curriculum Committee

Tonya Miller — 617-253-7386, Room W41-3411, miller_t@mit.edu
Schedule & Catalog Lead: Class scheduling, Catalog updates, final exam scheduling, SMBT student coordinator, syllabi, CPT/PEI internships, course evaluations, resources for teaching and thesis websites

Claudine Monique — 617-715-2945, Room W41-3402, cmonique@mit.edu
Assistant to the Department Head: Questions about faculty affairs, departmental meetings or initiatives, promotion and tenure, mentoring

Paul Pettigrew — 617-715-5778, Room W41-3407, paulpett@mit.edu
Director, Undergraduate & Alumni Outreach, Career Development: Undergraduate Outreach, Undergraduate Architecture Majors/Minors, Undergraduate Design Majors/Minors, Internships & Micro-Internships, Career Development/Career Fairs, Alumni Outreach, NAAB Accreditation Monitoring/Coordination

Jonasha Samedy — 617-253-9824, Room W41-3408, jsamedy@mit.edu
Finance Assistant: Financial Services, Student Payroll, MIT Architecture International Scholars Office Liaison (Visiting Scholars/PostDocs), Assist Administrative Officer & Fiscal Officer

MIT Architecture

METIS

Michael Gallino — 617-324-9740, Room W41-3418, mgallino@mit.edu

Director of Technology, STOA: Technology consultation and facilitation, collaboration platforms, endpoint management and support, and technology operations and infrastructure

Eduardo Gonzalez — 617-452-4720, Room W41-3419, eduardog@mit.edu

IT Support Consultant: Assists faculty, staff and students get up and running with computer and printing. Performs maintenance of computers, printers and other systems around the Department

John Hoder — 617-258-5157, Room W41-3419, jhoder@mit.edu

Systems Administrator: Implementing infrastructure, asset management, system maintenance and end-user support

Hieu Le — 617-715-5936, Room W41-3522, hle@mit.edu

Systems Administrator

AREA STAFF

Architecture & Urbanism

Eleni Aktypi — 617-253-7494, Room W41-4412, aktypi@mit.edu

Administrative Assistant: Managing design studio budgets, processing guest critic honoraria, issuing studio expense reimbursements, managing visiting faculty travel budgets and providing reimbursements

Holly Wilbar — 617-253-7494, Room W41-4412, hwilbar@mit.edu

Administrative Assistant: Design studio travel arrangements, faculty reimbursements, travel reports, supply orders

Art, Culture & Technology (ACT)

Scott Tirrell — 617-324-6076, Room E15-211, stirrell@mit.edu

Administrator Officer, Program in Art, Culture, and Technology: Administrative, financial, and HR-related questions pertaining to the Program in Art, Culture and Technology

Chuck Morris — 617-253-5229, Room E15-209, morriscr@mit.edu

Academic Programs Assistant, Program in Art, Culture, and Technology

Building Technology (BT)

Ryan Lee — 617-253-1876, Room W41-5505, ryanl24@mit.edu

Administrative Assistant: Procurement card charges, reimbursements, class scheduling, lab seating coordination, travel report submission, BT-related event planning, office supply orders, lecture series travel report submission and honoraria processing

Design & Computation

Inala Locke — 617-258-0931, Room W41-5505, ilocke@mit.edu

Administrative Assistant: Procurement card charges, reimbursements, office supply orders, lecture scheduling, TA payroll assistance, travel report submission

HTC / AKPIA

Kathaleen Brearley — 617-253-8439, Room W41-5213, brearley@mit.edu

Administrative Assistant: HTC Subject coordination from planning through grades. Local Orientation

Diana Rooney — 617-253-1400, Room W41-5213, diana760@mit.edu

AKPIA Program Assistant: Travel report submission, procurement card charges, travel grant submission process and payments, post doc submission process and visa submission, lecture series arrangements and honoraria

MIT Architecture

Wood Shop

Chris Dewart —617-253-3289, Room N51-160, cbdewart@mit.edu
Manager, Architecture Shops

Jen O'Brien —617-324-7426, Room W41-2416, dekinai@mit.edu
Senior Technical Instructor

Jess Osserman —917-627-0332, Room N51-160, josserma@mit.edu
Technical Instructor and Wood Shop Manager