Title: Program Assistant for Outreach Programs (2 positions)  
Office Engineering Outreach Programs  
Classification: Administrative Assistant; Non-exempt  
Time: Full-time  
Report to: Executive Director, Office of Engineering Outreach Programs  

OVERALL RESPONSIBILITIES

The Program Assistant for Outreach Programs in the Office of Engineering Outreach Programs (OEOP) in the School of Engineering at MIT will focus on assisting the Executive Director and program coordinators with coordinating the major aspects of the outreach programs, which include hiring and training of program staff, coordinating the planning the logistics of the program (orientation, special events, classes, and staff meetings), handling emergencies and unexpected needs or situations during implementation of the program, and implementing the evaluation of student and staff performance and program structure. In addition, the Program Assistant will assist with the recruitment, application, selection, and enrollment processes of the programs, including answering inquiries from ~4000 applicants each year and help coordinate the program events while students are on campus. This position requires a high level of commitment of both time and effort. More information about OEOP can be found at: http://web.mit.edu/oeop/OEOP_Home.html  

CHARACTERISTIC DUTIES

The Program Assistant for Outreach Programs will focus on the following tasks:

• Coordinating the logistics of major aspects of the programs, which includes  
  • Processing the hiring paperwork for program staff  
  • Implementing and planning the logistics of the program (orientation, special events, classes, and staff meetings)  
  • Handling emergencies and unexpected needs or situations during implementation of the program  
  • Processing the evaluation of student and staff performance and program structure

• Ensuring that the programs logistics are effectively implemented when students are on campus, including rooms, catering, staffing, materials, and other vendors. This includes assisting with ensuring that OEOP is meeting MIT's policies for programs that work with minors.

• Communicating program logistics to staff and participants via email, meetings, and website updates.

• Coordinating documentation and forms for students and instructional staff participating in the program.
• Providing clerical support including: photocopying, filing, mailing and coordinating written communication with students and their families.

• Creating program rosters for students and instructional staff, including as needed for medical information, travel plans.

• Leading the organization and documentation of program materials and communications, and instructional staff deliverables, including lesson plans, course materials, and final project proposals.

• Assisting with the:
  o Recruitment, application, selection, and enrollment processes of the programs, including answering inquiries from ~4000 applicants each year and helping applicants complete their applications.
  o Scheduling of courses and activities, and planning logistics and materials for courses, projects, and field trips.
  o Coordination and planning of staff social events, meetings, trainings and communications.
  o Collection of data to measure impact of the programs.

• Consistently assessing the needs of the programs and implementing strategies to meet these needs.
• Other duties as needed.

QUALIFICATIONS

• Bachelor’s degree preferred.
• 3 years of related experience in program development or education.
• Experience at MIT preferred.
• Demonstrated commitment to diversity and serving diverse constituents.
• Strong oral, written, and presentation communication skills;
• Proficiency in Microsoft and other project management software.
• Must be able to multi-task, manage time, remain organized, use flexibility, and work in fast-paced, rapidly changing work environment.
• Excellent interpersonal and strong facilitation skills with the ability to collaborate with a diverse team.
• Ability to work varying schedule with some evening and weekend hours, especially during the summer.
• Ability to maintain confidential information.
• Ability to travel locally to visit middle and high schools during the academic year.