

MIT Position Description

Job Title: DLCI Academic Programs Specialist 1, SRS	Position Title: Academic Administrator, MITEI Education Office
Pay Grade: 7	% Effort or Wkly Hrs: 100%
Department: MITEI	Reports to: Director of Education, MITEI
Prepared by: Director of Education, MITEI	Date: 7/5/26

Position Overview

Alongside the MIT Energy Initiative (MITEI) Director of Education, will manage day-to-day operations supporting MITEI's interconnected education programs—the Energy Studies Minor, undergraduate research portfolio, graduate Energy Scholars, and global online education. Oversees program logistics across academic cycles, implements strategic expansion initiatives, and builds relationships with students, faculty, other MIT units, sponsoring companies, and international learning partners.

Principal Duties and Responsibilities (Essential Functions)

- **Student Support & Advising:** Serves as primary point of contact for student inquiries regarding program requirements, eligibility, course selections, funding, and academic planning; communicates regularly with program participants to address concerns and provide guidance.
- **Stakeholder Engagement & Communication:** Collaborates with faculty advisors and industry sponsors to ensure program alignment; facilitates regular communication to maintain strong relationships and gather feedback.
- **Marketing & Student Engagement:** Develops and delivers energy education newsletters, social media content, and promotional materials; develops and delivers student engagement initiatives including information sessions, recruitment activities, workshops, and networking events.
- **Program Evaluation & Feedback:** Solicits and robustly analyzes student and faculty feedback; evaluates program performance and identifies enhancement opportunities.
- **Program Development & Expansion:** Drives operation and evolution of MITEI's online learning portfolio; contributes to strategic planning, curriculum development, and impact assessments to guide program expansion.

Supervision Received

Receives supervision from the Director regarding strategic priorities and program vision, but is also expected to manage many program operations with significant autonomy, escalating strategic decisions, complex policy questions, or significant budget issues to the Director as needed. The Director provides mentorship on strategic thinking, institutional navigation, and program expansion opportunities.

Supervision Exercised

May informally lead ad-hoc teams of student assistants, interns, and/or volunteers on specific events or projects.

Qualifications & Skills

Required:

- Undergraduate degree in an engineering or science field
- Minimum of 2 years (3-5 preferred) of professional experience in higher education administration, project management or coordination, curriculum development, student services, or related field.
- Familiarity with the energy, sustainability, or climate sectors, environmental policy, or hard-tech
- Excellent written and verbal communication skills with demonstrated ability to communicate effectively with students, faculty, sponsors, and institutional partners.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to quickly learn new software and database systems.
- Customer service orientation with genuine interest in supporting student success and creating welcoming community.
- Ability to work independently and manage multiple projects and tasks in a fast-paced academic environment.
- Demonstrated capacity for both detail orientation and big-picture thinking

Preferred:

- Master's degree in engineering or science, higher education administration, program management, or a related field.
 - Knowledge of MIT operations, culture, and institutional structure.
 - Experience managing academic programs, student enrollment, or advising processes.
 - Event planning experience
 - Bilingual capabilities (Spanish, Mandarin, or other languages) helpful.
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