

Work description for NEET temporary hire

Role: Academic operations + some event logistics support

For: 20 hours per week

Works with:

- NEET Administrative Assistant (and NEET Operations Group) on event logistics support
- NEET Executive Director (and NEET Instructors) on academic operations support

The Context:

The School of Engineering at MIT launched the [New Engineering Education Transformation \(NEET\)](#) initiative in Fall 2017. The aim is to rethink and reimagine undergraduate engineering education – what students learn and how students learn – in a fundamental way across the school. NEET supports MIT’s undergraduate students in an interdisciplinary project-centric curriculum that spans departments. It offers [three programs or threads](#) --- Autonomous Machines, Living Machines and Climate & Sustainability Systems (with three tracks, Digital Cities, Energy Transition, and Materials Machines). There are over 230 sophomores, juniors, and seniors in NEET, making it the fourth largest undergraduate academic cohort. They come from 15 departments and are pursuing 26 majors in all 5 schools. 64% are women and 32% come from underrepresented groups. Students earn a degree in their chosen major and are simultaneously awarded a NEET Certificate in their chosen cross-departmental thread. NEET is a three-year opt-in program for sophomores.

Key responsibilities

Academic operations support

- Assist in academic operations, including helping students on academic issues, e.g., progress through NEET curriculum requirements and alignment with requirements of majors that form [NEET threads](#)
- Provides support to thread faculty leads for NEET thread initiatives
 - Meet individually with faculty thread leads once a month to assess needs
 - responds to interim requests for information via email
 - assists with feasibility analysis of initiatives, including communications with various MIT academic units (departments, registrar, COC, etc.)
- Maintain applicant, NEET student and alum records in an Airtable database.
- Provide subject administration support (e.g., classroom scheduling, room selection, grading questions, subject evaluations)
- Work with Academic Administrators, Undergraduate Officers, and others from 8 engineering academic depts and DUSP to align NEET programmatic and curricular requirements with departmental major requirements, maintain/update NEET roadmaps, assign and manage NEET subject numbers

Event logistics support

- Support NEET’s involvement at outreach events (e.g., Academic Expo, CPW weekend, Family Weekend), for NEET’s direct outreach efforts (e.g., outreach to First Year Learning groups, NEET-wide Project Showcase, NEET Info Sessions), and for the annual NEET Certificate Conferment Ceremony.
- Work with thread faculty, instructors, and students to help organize career development events such as industry site visits, guest speakers and mentorship programs.

Required:

- Three-four years relevant experience at an R1 institution (MIT experience preferred)
- Advanced-level computer and web-publishing skills, e.g., MS Office, Acrobat Pro, Weblium, Slack, Airtable, Dropbox, Google Drive
- Facile with social media and advanced social media skills, e.g., Twitter, Facebook, LinkedIn, and Instagram

For more information please contact:

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