
MIT Job Description

Job Title: Mgmt 1, Program & Project Admin	Position Title: Assistant Director, SPURS/Humphrey Program
Reports to: Prof. Sanyal, Karen Yegian (AO)	% Effort or Wkly Hrs: 100%
Department: Urban Studies and Planning	Prepared by: Karen Yegian
Date: June 25, 2021	

Position Overview:

The [Special Program for Urban and Regional Studies \(SPURS\)](#) program provides the opportunity for mid-career professionals who are or will be shaping policy in developing countries to further develop their planning and problem-solving capacities. Each academic year, 15 to 18 qualified individuals carry out a program of study and research focusing on the problems of urban and regional change within the broader context of development, in residence at MIT. The Assistant Director, working with a high degree of independence, oversees the full annual life-cycle of the SPURS/Humphrey program, including the admissions process, visa applications, budgeting, program activities, fundraising, communications, and daily administration, and has a supervisory role over the Administrative Assistant and the PhD student SPURS Assistant.

Principal Duties and Responsibilities (Essential Functions):**

Working independently using a high level of decision making and independent judgment, and reporting to the faculty Director:

- Execute Humphrey Program requirements as articulated in the sponsored agreement, and those of other sponsoring agencies, such as ACC, UBA, Fulbright; act as primary liaison between sponsoring agencies and program.
- Prepare and manage SPURS/Humphrey budgets; prepare and present financial and program reports to agencies and to MIT internal offices.
- Manage the admissions process for the SPURS and Humphrey Programs.
- Lead process of onboarding Fellows each year, with high degree of cultural knowledge and sensitivity; manage housing and all other aspects of Fellows' arrival to MIT.
- Monitor progress of SPURS/Humphrey Fellows; provide administrative and personal counseling and refer Fellows to other MIT support services as needed.
- Assist the faculty Director in raising endowment for SPURS, and increasing visibility of the program both within and outside of MIT.
- Design, plan and execute program activities such as: orientation, program events, retreats, graduation, etc.
- Manage SPURS publications, including newsletter, brochures, SPURS website, Interactive Website, Humphrey Facebook, etc.
- Supervise PhD assistant who assists Fellows; administrative assistant, who works part-time on SPURS; and a part-time staff in maintaining contacts with alumni and updating alumni database and Humphrey Facebook.
- Manage the daily administration of the SPURS/Humphrey Program.

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- Other duties and responsibilities as required.

Characteristics, Duties, and Responsibilities:

Oversees daily administration:

- Direct contact with program sponsors.
- Respond to Fellows' inquiries throughout the year regarding housing needs, individual concerns (including but not limited to visas, medical coverage, housing, cultural differences, and expectations).
- Recommend and arrange for professional guidance from International Scholars Office, Medical Department, and MIT's Housing Office.
- Communicate with faculty from MIT and Harvard on Fellows' status at MIT and make sure that they are accepted to audit courses and arrange for professional affiliations.
- Coordinate with Fellows on logistical support needed, respond to emails, phone calls, and inquiries.
- Administer program activities of the MIT Humphrey Program and other sponsoring agencies (i.e., Asian Cultural Council, Tsinghua University, University of Buenos Aires, Fulbright Program).
- Ensure that SPURS is in compliance with the guidelines and requirements of the Humphrey Fellowship Program and other sponsors.
- Submit Fellows' program plans, mid-year reports, year-end reports, and Fellows' individual evaluations to the Humphrey Program in a timely manner.
- Coordinate with DUSP headquarters and other departments at MIT on SPURS activities.
- Maintain SPURS interactive website and supervise staff in updating SPURS database and Facebook.

SPURS/Humphrey Budget:

- Prepare and manage the SPURS and Humphrey operating budgets.
- Track and report on SPURS and Humphrey expenses.
- Oversee spending against SPURS and Humphrey budgets and related projects.
- Responsible for invoicing and accurate payments of Humphrey account and SPURS fees.
- Work with DUSP Administrative Officer and staff to ensure that sponsors are in compliance with MIT and other financial requirements.

Oversee Admission process:

- Manage the admission of the Humphrey Program and SPURS Fellows.
- Coordinate with Institute for International Education (IIE) on the Humphrey selection process.

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- Advise prospective SPURS applicants concerning program details (requirements of the program, types of research, tuition schemes, visa requirements, and funding sources.)
 - Prepare and evaluate individual dossiers for review by the SPURS team.
 - Communicate with SPURS/Humphrey Fellows on their admission. Provide detailed information on the admission procedures, visa and funding requirements, and program expectations.
 - Communicate with admitted SPURS/Humphrey Fellows through letters, emails, Zoom, and phone calls during the spring term, summer and before arrival to MIT.
 - Process Fellows' MIT admissions and terminations.

Program funding and endowment:

- Assist Director in strengthening the relationship with SPURS Advisory Board and help seek funds and endowments for SPURS.
- Establish and maintain connections with funding agencies (i.e., Humphrey Program, Asian Cultural Council, University of Buenos Aires, Fulbright Fellowship) which support the Fellows.

Program Publicity:

- Manage the SPURS website, update Interactive website, and all SPURS publications.
- Produce the newsletter, Humphrey and SPURS brochures, SPURS info brochure, Humphrey Facebook and other relevant materials for distribution to SPURS Fellows, alumni, institutions and foundations interested in the program.

Others:

- Organize major events such as 50th Anniversary, Advisory Board meetings, etc., and be responsible for accurate preparation and execution of budget expenses of individual events and projects.
- Coordinate orientation, retreats, cross-campus collaboration, and professional trips.
- Maintain and supervise accurate recording of alumni database.
- Develop agreements with hotels and landlords for providing temporary housing and off-campus housing for Fellows.
- Oversee maintenance of SPURS office and SPURS common rooms.

Contacts Required to Perform Duties

- Regular interactions with Director, SPURS team and faculty when needed.
- Act as liaison among Fellows, faculty, students and administrative offices at MIT.
- Communicate regularly throughout the year with Humphrey program administration and other sponsors regarding Fellows and program requirements.
- Communicate regularly with DUSP headquarters' staff on the financial and administrative aspects of SPURS.

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- Regular interaction with other MIT Offices such as International Scholars Office, Grant and Contract Office, On-campus and Off-campus Housing, Medical Department, Residential headmasters, Athletic Center, ID office, etc.
 - Maintain communication with SPURS alumni.

Supervision Received:

Work in collaboration with the Director of SPURS who is a tenured faculty member, with minimal supervision.

Make major decisions for and on behalf of the SPURS Director when he is out of the country or during the summer and certain other times of the year.

Supervision Exercised:

Supervise one or two PhD student assistants and one part-time person during the academic year.

Supervise administrative assistant in the SPURS Office, including training, professional development, and participation in performance reviews.

Qualifications & Skills:

REQUIRED:

Bachelor's degree in relevant field required, with a minimum of 3 years of administration or operations experience and/or project/program management and experience with project budgeting and financial oversight. Occasional evening and weekend work required, including annual fall weekend retreat within New England area. Ability to deal with culturally sensitive and confidential information and/or issues using discretion and judgment is essential.

PREFERRED:

Successful candidate will have a high degree of cultural awareness and sensitivity, exhibit a high level of professionalism and possess excellent interpersonal and written communications skills. Experience working with individuals from diverse backgrounds is highly desirable, as is awareness of issues related to developing countries.

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