

Senior Campus Planner Job Description

Job Title: Campus Planner 2	Position Title: Senior Campus Planner
Reports to: Jon Alvarez, Director	% Effort or Wkly Hrs: 100% effort
Department: Office of Campus Planning	Prepared by: Morgan Pinney
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Position Overview

This Senior Campus Planner position is primarily responsible for space planning, scoping of building projects and master planning at the campus, sector and building scales. Working collaboratively as part of an interdisciplinary campus planning team made up of architects, landscape architects and urban planners, the Senior Campus Planner facilitates planning initiatives to optimize space and building infrastructure in support of MIT’s goals, including strengthening the campus as a resilient, welcoming place that supports research, learning and student life.

The Office of Campus Planning supports MIT’s mission by serving as stewards of the evolving physical campus and providing services that guide and inform campus strategy and transformation. Through inclusive and collaborative processes, the office pursues the continuing improvement of campus spaces that support and inspire the exceptional MIT community. The role of the Office of Campus Planning includes developing long-range campus planning strategies, planning and siting new buildings, programming and project definition, developing planning processes and design guidelines, leading architect and consultant selection, as well as design review and stewardship of architectural resources.

This is a hybrid position and requires regular on-campus presence at the MIT Cambridge campus.

Principal Duties and Responsibilities (Essential Functions)**

Planning Processes & Study Management:

- Lead major planning efforts internally or with consultant teams.
- Develop new concepts and techniques for Institute campus planning.
- Define, design and execute planning processes that engage key stakeholders in efforts to evaluate opportunities and highlight considerations (e.g., when developing campus sector plans or defining building projects). This work includes identifying key benchmarks and deliverables.
- Oversee the development and management of planning studies and scoping of building projects, with a focus on space planning and utilization.
- Develop scope of work and recommend and participate in the selection of planning and design consultants and other contractual arrangements.
- Collect, analyze, adapt and present information to varying audiences and/or client groups, including quantitative, qualitative and graphic information.
- Conduct and coordinate research and analysis with primary data sources, both internal and external to the Institute.
- Monitor regulatory planning requirements and develop plans and programs in support of institutional efforts to meet these requirements.

- Review and evaluate materials, such as site plans, architectural drawings, demographic studies, regulations, or other appropriate research to formulate plans and provide supporting analysis.
- Produce or direct production of graphics and maps of space plans, and campus or sub-area plans. Prepare correspondence, reports and project records.
- Share relevant information with team members within the Campus Services and Stewardship organization and across MIT.
- Work collaboratively with the Department of Facilities and other Campus Services and Stewardship areas, the Office of the Provost, senior MIT officers, faculty, administrative staff and government agencies.

Programming & Space Planning:

- Responsible for data analytics and strategic planning of physical space in support of campus space management, including campus-wide design and space-related initiatives.
- Guide architectural space programming, space utilization and feasibility studies with external consultants. Studies may include detailed space programming, test-fits and analysis of building systems, accessibility and zoning codes. Initial work is typically conducted internally with academic and administrative units.
- Infuse programming and space planning with an emphasis on human experience and sense of belonging.

Design Review & Stewardship:

- Guide architectural and interior design review within the context of MIT. This review may include historic significance, architectural significance, contextual precedent and/or construction feasibility.
- Assist in the development of architectural and interior design standards, guidelines and specifications.
- Develop alternatives for major planning issues and link long range vision and concepts to day-to-day work.
- Prepare project evaluations and monitor implementation of plans to ensure planning and design intent.
- Prepare and review site plans and urban design studies.

Qualifications:

- Bachelor's degree or higher in architecture, planning, and/or a related design field required
- Minimum of 7 years' experience in architecture, planning, urban design or related design field with strength and experience in strategic space planning required
- Mid to Senior level experience in a higher education setting or in a consulting or professional services role supporting an academic setting, and managing studies, projects and/or initiatives
- Ability to work both independently and effectively as a member of an interdisciplinary team
- Proven ability to manage concurrent projects, including budgets and schedules
- Strong interpersonal skills and ability to work collaboratively and build consensus among diverse stakeholders
- Ability to manage expectations and speak up about risks or potential opportunities
- Excellent oral and written communication skills and ability to present complex concepts graphically and analytically
- Experience with both quantitative and qualitative analysis
- Creative and collaborative problem-solver

Preferred:

- Proficiency with Autodesk products, Microsoft Office Suite, and Adobe Creative Suite
- Familiarity with building systems, construction best practices, local building codes, accessibility guidelines, and related regulations
- Experienced and engaging facilitator
- Understanding of zoning and municipal ordinances
- Experience with three-dimensional modeling and GIS
- Interest in advancing MIT values, mentorship, and supporting a sense of belonging within Campus Services and Stewardship
- Demonstrates self-awareness, cultural competency and inclusivity, and ability to work with colleagues and stakeholders across diverse cultures and backgrounds

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.