

MIT Architecture

Architecture Staff

MAIN OFFICE

Nicholas de Monchaux — 617-324-7474, Room 7-337, ndm@mit.edu

Department Head, Professor

Jacqueline Dufault — Room 7-337, Slack: @Jacqueline Dufault, dufaultj@mit.edu

Director of Administration and Finance: Budget management, operations management, accounting, sponsored research, human resources, space, visa and appointments review and approvals, appointments, TA approvals, studio travel proposals/approvals, workshop proposals/approvals

Darren Bennett — darrenb@mit.edu

Graduate Admissions Lead and Webmaster: Department website including creating instructor profiles, introduction to website resources specific to instructors

Kateri Bertin — 617-253-4408, Room 7-337, kbertin@mit.edu

Graduate Administrator: MArch, SMArchS, SMBT, SMACT student administrator, department and Institute academic policies, registration, graduate student personal support, thesis reviews, design studio allocation process, design studio space requests, graduate admissions information

Joel Carela — 617-253-0692, Room 7-344A, jcarela@mit.edu

Communications Strategist, lectures/public programs, publications, exhibits, website, PR / marketing, special projects
To share news or other announcements, please email arch-comm@mit.edu

Nandini Choudhury — 617-715-4086, Room 7-301A nschou@mit.edu

Diversity, Equity, and Belonging Officer: Diversity, Equity, and Belonging (DEB) Officer: Works with Architecture community to implement best practices that strengthen inclusion around race, ethnicity, gender, disabilities, sexuality, nationality, social class, and religion, with a particular focus on students

Tessa Haynes — 617-253-7792, Room 7-337, thaynes@mit.edu

Assistant Director of Academic Programs: Manages Student Services team, Undergraduate and PhD academic administrator, registration, grades, department and Institute academic policies, student personal and academic support, staff to the Committee on Graduate Students and the Undergraduate Curriculum Committee

Doug Le Vie — 617-253-9824, Room 7-337, dougl@mit.edu

Fiscal Officer: Appointment/Payroll related issues

Tonya Miller — 617-253-7386, Room 7-344A, miller_t@mit.edu

Schedule & Catalog Lead: Class scheduling, final exam scheduling, SMBT student coordinator, syllabi, PEI internships, course evaluations, faculty, staff and thesis websites

Claudine Monique (also Art, Culture, and Technology) — 617-324-6289, Room E15-209, cmonique@mit.edu

Academic Associate: HASS minors & concentrations, cross-registration, TA's, booking rooms, ACT student/faculty website, travel

Paul Pettigrew — 617-715-5778, Room 7-337, paulpett@mit.edu

Director, Undergraduate & Alumni Outreach, Career Development: Undergraduate Outreach, Undergraduate Architecture Majors/Minors, Undergraduate Design Majors/Minors, Internships & Micro-Internships, Career Development/Career Fairs, Alumni Outreach, NAAB Accreditation Monitoring/Coordination

Alan Reyes — 617-253-7387, Room 7-337, guate97@mit.edu

Finance/HR HQ Administrative Assistant: Financial Services, Student Payroll, MIT Architecture International Scholars Office Liaison (Visiting Scholars/PostDocs), Assist Administrative Officer & Fiscal Officer

Sheila Theodore — 617-253-7908, Room -337, stheodor@mit.edu

Assistant to the Department Head: Questions about faculty affairs, departmental meetings or initiatives, promotion and tenure, mentoring

TBA — 617-253-9824, Room 7-337

Senior Financial Assistant: Faculty research funding

MIT Architecture

STOA

Michael Gallino — 617-324-9740, Room 10-322, mjharrin@mit.edu

Director of Technology, STOA: Technology consultation and facilitation, collaboration platforms, endpoint management and support, and technology operations and infrastructure

Eduardo Gonzalez — 617-452-4720, Room 10-322, eduardog@mit.edu

Network Administrator: Assists faculty, staff and students get up and running with computer and printing. Performs maintenance of computers, printers and other systems around the Department

John Hoder — 617-258-5157, Room 10-322, jhoder@mit.edu

Systems Administrator: Implementing infrastructure, asset management, system maintenance and end-user support

AREA STAFF

Architecture & Urbanism

Eleni Aktypi — 617-253-7494, Room 10-491M, aktypi@mit.edu

Administrative Assistant: Managing design studio budgets, processing guest critic honoraria, issuing studio expense reimbursements, managing visiting faculty travel budgets and providing reimbursements

Taariq Alasa — 617-253-7494, Room 10-491M, talasa@mit.edu

Administrative Assistant: Design studio travel arrangements, faculty reimbursements, travel reports, supply orders

Art, Culture & Technology (ACT)

Scott Tirrell — 617-324-6076, Room E15-211, stirrell@mit.edu

Administrator Officer, Program in Art, Culture & Technology: Administrative, financial, and HR-related questions pertaining to the Program in Art, Culture and Technology

Claudine Monique (also HQ staff) — 617-324-6289, Room E15-209, cmonique@mit.edu

Academic Associate: HASS minors & concentrations, cross-registration, TA's, booking rooms, ACT student/faculty website, travel

Building Technology (BT)

Georgia Voyiatzis — 617-253-1876, Room 5-418

Administrative Assistant: Procurement card charges, reimbursements, class scheduling, lab seating coordination, travel report submission, BT-related event planning, office supply orders, lecture series travel report submission and honoraria processing

Design & Computation

Inala Locke — 617-258-0931, Room 7-301, ilocke@mit.edu

Administrative Assistant: Procurement card charges, reimbursements, office supply orders, lecture scheduling, TA payroll assistance, travel report submission

HTC / AKPIA

Kathleen Brearley — 617-253-8439, Room 3-305, brearley@mit.edu

Administrative Assistant: HTC Subject coordination from planning through grades. Local Orientation

Diana Rooney — 617-253-1400, Room 10-390, diana760@mit.edu

AKPIA Program Assistant: Travel report submission, procurement card charges, travel grant submission process and payments, post doc submission process and visa submission, lecture series arrangements and honoraria