



MIT
ENGINEERS™

Department of Athletics, Physical Education, and Recreation
120 Vassar Street, W35-297, Cambridge, MA 02139
Phone 617-253-4498 <http://web.mit.edu/daper>

2026-2027 Physical Education and Wellness Program Support Specialist

Department of Athletics, Physical Education and Wellness, and Recreation

DAPER's Shared Purpose and Behaviors

DAPER's shared purpose is to bring the MIT community together in educational activities that promote wellness, a diverse and inclusive environment, leadership, teamwork, and the pursuit of excellence through competition, physical activity and recreation. We are committed to the pursuit of excellence by creating an environment that develops community, provides education, inspires leadership and promotes wellness through the following shared behaviors: DAPER develops community by embracing the uniqueness of each person, working cooperatively and providing courtesy, respect, and gratitude in all direction.

Background and Mission of the Physical Education & Wellness Program

Physical Education and Wellness is the instructional arm of DAPER introducing students to a variety of activities to further develop healthy lifestyles. The program offers 6 quarters of activity, including over 20 different courses that reach an average of 1000 students each six weeks. Undergraduates are required to complete 4 courses as part of the MIT general institute requirements. Physical Education & Wellness provides students with the knowledge and skills to lead healthy, active lifestyles, as well as experience the benefits of social interaction through student-centered instructional physical activity.

Position Description:

The Support Specialist will focus on assisting with management of the Physical Education and Wellness Program that includes aquatics, martial arts, outdoor education, dance, wellness, team sports, and individual sports. This role will assist with administration, curriculum development, public relations, and assessment.

Duties

- Public Relations
 - Assist with program lifecycle events such as first year swim-tests, tabling events, and other duties as needed
 - Assist with ongoing social media and outreach efforts, including development of infographics and mini communications campaigns to promote course offerings
 - Assist with development of public relations/ marketing concepts (student stories, signs, Canva, posters) for courses, events and registration periods.
 - Create [story videos](#) and other videos to promote course offerings, program highlights, and the student experience
 - Contribute to the overall effectiveness, friendliness, and efficiency of department operations by providing a consistent, dedicated, and professional presence at the DAPER Office Suite front desk in receiving visitors, answering the phone, and contacting staff to confirm appointments, as needed



- Administration
 - Assist with administrative duties such as auditing grades, proofing registration entries, creating quarterly make-up forms, quarterly first-day check-in, filing and other quarterly tasks
 - Assist with maintaining Alumni Lists and student tracking lists for the General Institute Requirement
- Assessment
 - Assist with compiling student feedback assessment data
 - Calculate wellness course student retention
- Curriculum Development
 - Assist with the development of wellness video microlessons with accompanying instructor guide/lesson plan and infographic to address topics of interest to the MIT students
- Other duties as assigned

Minimum Skills Needed:

- Ability to work in-person
- Strong attention to detail
- Familiarity with Google Docs, Word Press, Canva, Videoscribe, iMovie, and other media development software
- Proficient with Microsoft Word, Excel, Teams, PowerPoint
- Comfort with utilizing and learning new computer software
- Experience with organizing and analyzing data
- Highly dependable and maintains consistent communication with team regarding updates and needs
- Ability to work independently and as part of a team
- Familiarity with Canvas or other learning management systems

Preferred Skills and Experience:

- Administrative experience
- Experience with detailed work such as assessment and auditing grades
- Familiarity working within databases such as FileMaker
- CPR/AED/First Aid certified, or willing to obtain within first 2 months
- Previous experience working in higher education or with student programming
- Completed or pursuing Bachelor's in Physical Education, Wellness, Health Education, Sports Management, Higher Education Leadership, or related field
- Experience with event planning, tabling events, or student engagement roles
- Experience with basic data visualization or storytelling with metrics
- Interest in physical activity, health promotion, or college student wellbeing



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Hours and Schedule:

- 15-20 hours per week in-person
- Generally, 10a – 4p, 3-4 days/week, Mon-Fri; some evening hours required
- 50% time will be at the DAPER office front desk

Compensation:

\$17-20 per hour pending experience

How to Apply: If you are interested in this position or have any questions, please email peandwellnessemployment@mit.edu . Resumes and cover letters are being accepted on a rolling basis and will be reviewed as they are received for an informational interview. The first round of applications will be reviewed June 26, 2026.



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