

Lemelson-MIT Job Description

Job Title: Program/Project Administrator, SRS	Position Title: Invention Education Administrator–K14
Reports to: Invention Education Officer	% Effort or Wkly Hrs: 100%
Department: Lemelson-MIT Program	

Position Overview:

The Lemelson-MIT Program (LMIT) is a national leader in efforts to prepare the next generation of inventors and entrepreneurs. Our work focuses on the expansion of opportunities for people to learn ways inventors find and solve problems that matter in order to improve lives. Our commitment to diversity, equity and inclusion aims to remedy historic inequities among those who develop inventions, protect their intellectual property and commercialize their creations.

The Invention Education Administrator will facilitate collaborative efforts between LMIT and educators at other institutions engaged in helping people learn to invent, protect their intellectual property, and bring creations to intended beneficiaries. Efforts will include annual events that celebrate students' work and accomplishments as inventors. The Invention Education Administrator will also support the development of new invention education curricula/programs and strategies for expanding educator and student engagement. S/he will also contribute to program evaluations and research studies conducted by LMIT to generate new insights into the emerging field of invention education.

Please note that this is a grant-funded position and continued employment from January 1, 2023 onward is subject to availability of grant funds. This position may be eligible for fully remote work.

Principal Duties and Responsibilities (Essential Functions):**

Facilitates collaborative efforts between LMIT and educators at other institutions who are engaged in efforts to help people learn to invent, protect their intellectual property, and bring creations to intended beneficiaries. (30%)

- Works with collaborators to develop their understanding of invention education, identify resources in their local ecosystems, and to develop a strategy for the expansion of opportunities for people to develop as inventors and leading innovators
- Facilitates collaborations between educators collaborating with LMIT, their institutions, and invention education champions within LMIT's network who are willing to support educators and learners as they engage in invention education efforts
- Identifies resources (mentors, particular expertise, technologies, instructional content, etc.) needed by collaborating sites to overcome challenges
- Provides guidance in the delivery of invention education throughout the year to support invention educators and students
- Assists with the design, development and implementation of LMIT's online and hybrid invention education offerings for educators and learners, with an emphasis on opportunities in geographic regions collaborating with LMIT to create Pathways to Invention (e.g. from the early years through college) (30%)

- Collaborates with LMIT staff and others on development and execution of online professional development for educators
- Prepares LMIT instructors to offer online programs to learners using LMIT's instructional resources
- Provides on-line and/or in-person instruction as necessary, using LMIT resources, to develop or enhance capacity in the local region
- Assists with adapting existing resources to meet the unique needs of our collaborators
- Contributes to the planning and execution of annual events to celebrate the accomplishments of student inventors
- Leverages online tools (e.g.: social media) to grow and engage with an alumni community of learners, students, teachers, and mentors involved with Invention Education initiatives

Creates and assesses invention education program offerings with a computer science component (30%):

- Works with the Invention Education Officer and other LMIT staff to identify desired short- and long-term impacts for learners, students, educators, projects, and schools/communities.
- Makes a significant contribution to an area of study related to the development of inventors and invention educators that is aligned with research and publishing priorities established for LMIT on an annual basis
- Works with the Invention Education Officer and other LMIT staff to evaluate program outcomes and design and implement improvements to existing programs.
- Works with the Invention Education Officer and other LMIT staff to create new curricula that supports young inventors' integration of computer science in their projects.
- Collaborates with learning management system staff and/or contractors to create infrastructure for the new curricula.
- Coordinates with educators, schools, and other potential collaborators to pilot and give feedback on Inventing with CS instructional resources. Gather data and make improvements to curricula as needed.
- Identifies necessary course content requirements for an inventing with CS course approval as the third year Lab Science for course acceptance per the University of California Admissions process.
- Completes the filings necessary for LMIT to become a registered course provider in California, submission of forms and materials required for the course to gain approval for meeting the third-year lab science requirement.

Communications and Marketing (5%)

- Works with LMIT Communications staff and Invention Education Officer to develop and execute marketing strategies and materials for Inventing with CS curriculum resources and other initiatives
- Works with LMIT Communications staff and the Invention Education Officer to develop content for ongoing communications about Inventing with CS capstone course with key audiences.
- Makes presentations at conferences, workshops, webinars, trade show, and other events to inform key audiences of curriculum resources, program offerings and ways educators and students can benefit from collaborative efforts with LMIT.

General Program Support (5%)

- Contributes to the planning and execution of LMIT's general operations.
- Assists with the development of reports required by MIT and program sponsors
- Other duties as required.

Supervision Received:

Regular supervision received.

Supervision Exercised:

May supervise the work of graduate students or undergraduate students working with LMIT as follows.

Qualifications & Skills Required:

- Bachelor's degree in education, computer science, engineering, or Multi Media or a related field required; Master's degree or teaching credential preferred.
- A minimum of three years' professional experience in computer science, engineering, or teaching. A demonstrated ability to work creatively with young people in a hands-on, project-based environment may substitute for a teaching credential.
- A minimum of one year of experience in instructional design and/or teaching educators or students in grades K-12 with a focus on computer science or computational thinking
- Experience and demonstrated commitment to working with youth underrepresented in STEM
- Excellent communication skills including the ability to communicate sensitively and effectively with diverse constituencies, e.g.: all levels of program staff, education communities, high school students, and educators.
- Must be able to work independently and collaboratively as needed to successfully deliver results.
- Outstanding organizational, interpersonal, and writing skills. Ability to synthesize data for clear communication to diverse internal and external partners, and to effectively coach/mentor people of different ages and levels of experience.
- Demonstrated good judgment and discretion, with ability to handle confidential information.
- Proficiency with Microsoft Office required. Experience with learning management systems, online survey development, online collaboration tools (e.g. Google Docs, Zoom, Adobe Connect), web development using HTML and WordPress, programming language(s), use of computing devices such as Arduino, Micro:bit, or Raspberry Pis desirable.
- Able and willing to lift and move 25 lbs. for invention education events and trade show exhibiting.
- Some weekend work and occasional extended work hours.

** 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.