
MIT Job Description

Job Title: Program/Project Administrator, SRS	Position Title: Invention Education Administrator – IT
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 engagement with educators and students. Responsibilities will include, but are not limited to the management of the InvenTeams grant program and the provision of assistance to participating sites with planning for their future efforts to expand invention education opportunities in their local communities. 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.

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. (55%)

- Manages the annual InvenTeam grant cycle:
 - Recruits applicants by developing and executing strategies to diversify demographics of schools represented and increase the number of completed applications, including holding webinars, attending and presenting at conferences, and directly reaching out to potential applicants.
 - Leads the selection process of InvenTeam grant recipients, including coordinating with judges and managing the annual selection meeting.
 - Disseminates grant packages to awardees, including grant agreements, policies and procedures, deliverables, how-to/best practice guides for Invention Education initiatives, purchase card documentation, and other materials needed.

- Facilitates grant disbursements and ensures timely financial tracking of grants. Provides teams with guidance on budgeting and financial management of grants as needed.
- Provides assistance and feedback to, and maintains active communications with grant applicants and recipients, which may include the provision of technical guidance, hands-on assistance with tools and techniques, team management, and the invention process. Monitors team progress by conducting site-visits and/or on-line video chats with grant recipients. Oversees assistance provided by Master Teachers.
- Facilitates interactions between teams and the LMIT Communications Manager in support of communications, marketing and community engagement components of the program.
- Coordinates InvenTeam student program and logistics for EurekaFest, serving as the point person for teams during the three-day event.
- Works with collaborators to develop their understanding of invention education, identify their existing strengths, and to develop a strategy for the expansion of opportunities for people to develop as inventors and leading innovators
- Facilitates collaborations between sites collaborating with LMIT and others within LMIT's network who can 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
- Assists with making online and hybrid invention education offerings accessible to 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), including:
 - Developing and offering online professional development to educators
 - Preparing people to offer online programs to learners using LMIT's instructional resources
 - Co-teaching as necessary to develop or enhance capacity in the local region
 - Assisting with adapting existing resources to meet the unique needs of our collaborators
 - Contributing to the planning and execution of annual events to celebrate the accomplishments of student inventors
 - Leveraging online tools (e.g.: social media) to cultivate and monitor an alumni community of learners, students, teachers, and mentors involved with Invention Education initiatives

Creates and assesses invention education curricula (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 LMIT staff to refine and/or develop new materials and web content to support young inventors and their educators.
- 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 the new resources.
- Gathers data and make improvements to curricula as needed.

Communications and Marketing (5%)

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- Works with LMIT Communications staff and Invention Education Officer to develop and execute marketing strategies and materials for LMIT's curriculum resources and other initiatives
 - Works with LMIT Communications staff and the Invention Education Officer to develop content for ongoing communications with key audiences.
 - Makes presentations at conferences, workshops, webinars, trade shows, 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 (10%)

- 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 fellows.

Qualifications & Skills Required:

- Bachelor's degree in education, science or engineering required; Master's degree or teaching credential preferred.
- A minimum of three years' professional experience in 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.
- 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.
- Flexibility to travel nationally for events, meetings, conferences, and trade shows.
- Experience with databases, online survey development, online collaboration tools (e.g. Google Docs, Adobe Connect), Mac desirable. Experience with Drupal a plus. Proficiency with Microsoft Office required. Experience with learning management systems, databases, online survey development, online collaboration tools (e.g. Google Docs, Zoom, Adobe Connect), programming language(s), use of devices such as Arduino, Micro:bit, or Raspberry Pis desirable.
- Able and willing to lift and move 25 lbs. for events and trade shows at which LMIT might exhibit.
- Some weekend work and occasional extended work hours. Ability to stay overnight in MIT dorm where grant recipients are housed during MIT-based events.

** 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.