
MIT Job Description

Job Title: Program/Project Administrator, SRS	Position Title: Invention Education Administrator, K12
Reports to: Invention Education Officer	% Effort or Wkly Hrs: 100%

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, K12 will facilitate collaborative efforts to support invention education offerings in particular geographic regions that span all of grades K-12. The collaborative efforts will help people learn to invent, how to 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, K12 will also support the development and implementation of new online and hybrid invention education offerings for educators and students in the early years (emphasis on grades K-8) as part of a comprehensive strategy for expanded engagement with educators and students. S/he also engages with educators and administrators and cultivates relationships and ongoing collaborations through paid memberships or other revenue sources.

S/he will be responsible for developing grants and funding proposals in concert with the LMIT Executive Director and the Invention Education Officer, managing grant commitments, program budgets and reports to funders. S/he will collaborate on invention education related events, as well as attending conferences and making presentations. The Invention Education Administrator, K12 will actively participate in research, evaluation, and new program development efforts, including curricula, hands-on tools and materials, and professional learning opportunities for educators. S/he will be supported in these efforts by two part-time Invention Education, K12 Associates whom s/he will directly supervise.

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. (80%)

- 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 organizations and LMIT as well as with 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

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- Provides guidance in the delivery of invention education throughout the year to support invention educators and students
 - Collaborates on design, development and implementation of LMIT's online and hybrid invention education offerings for educators and learners, and 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 local regions across the U.S.
 - Assists with adapting existing resources to meet the unique needs of LMIT 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 (10%):

- 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 invention education curricula
- 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 invention education instructional resources. Gathers data and makes improvements to curricula as needed.

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 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:

The Invention Education, K12 Administrator supervises two part-time Invention Education, K12 Associates and is responsible for professional development, performance evaluation, and training for these positions. The Invention Education, K12 Administrator may also supervise student workers, temporary employees and contractors.

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. Driver's license required.
- 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 (Canvas), 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 Pi is desirable.
- 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.