

LEMELSON-MIT

Celebrating invention, inspiring youth

Job Title: Non-MIT Student Worker	Position Title: Student Worker
Reports to: Communications Manager	% Effort or Wkly Hrs: 25-50% for 12 months
Department: Lemelson-MIT Program	Prepared by: Dr. Stephanie Couch
Date: December 1, 2021	Start Date: Flexible; anticipated mid-January

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.

LMIT is seeking two collegiate-level student workers to provide program support. Student workers will assist with communications and community engagement efforts across the United States. They will report to the Communications Manager. Training will be provided. Regular communication on progress is expected, but interns will work independently and can set their own hours. Applicants must be very organized and detail-oriented; and have the ability to work independently and as part of a team.

Hiring will begin as soon as possible, and may run through mid-January, 2022. We are seeking one or more students to work 10-20 hours per week. Pay will be \$15/hour.

Principal Duties and Responsibilities (Essential Functions):

The responsibilities will include, but are not limited to:

- Assisting with writing and editing content for newsletters and other publications, correspondence with stakeholders, and for LMIT's website.
- Conducting routine on-line research on key stakeholders such as elected officials and prominent businesses in the local communities in which we operate Invention Education activities.
- Coordinating outreach efforts to stakeholders, including mailings and phone calls.
- Gathering information needed to respond to requests by stakeholders seeking to assist with LMIT's efforts.
- Compiling results and maintains detailed and accurate records for tracking engagements with local stakeholders.
- Ensuring that stakeholders are thanked for their support.
- Participating in ongoing project team meetings

Qualifications

- Must be enrolled in an accredited college/university program or within one year of receiving an undergraduate/graduate degree
- Available to work between 10-20 hours per week
- Ability to work independently as well as on as on a team
- Proficient with Microsoft Office, Word, Excel, Power Point, and Outlook and have strong

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oral and written communication skills

- Experience with Oculus Rift is strongly preferred
- Minimum G.P.A. of 3.0 is strongly preferred

Primary location:

Cambridge, Massachusetts

Supervision Received:

Weekly with open door policy