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| **Job Title: MIT Work Study Student** | **Position Title: Lemelson-MIT Student Fellows: Invention Education Initiatives** |
| **Reports to: Invention Education Manager(s)** | **% Effort or Wkly Hrs.: 5-8 hrs. per week for undergraduates. 10-12 hours per week for graduate students.** |
| **Department: Lemelson-MIT Program** | **Prepared by: Dr. Stephanie Couch** |
| **Date: September 10, 2025** | **Start Date: Flexible; anticipated date is October 15, 2025, through April 30, 2026** |

**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 all young people to learn ways inventors find and solve problems that matter. We are devoted to bringing invention education opportunities to all students. Our commitment to inclusion aims to promote equal opportunity for students from all backgrounds to identify problems, develop inventions, protect their intellectual property, and commercialize their creations.

LMIT is hiring up to four undergraduate or graduate level MIT students to assist with the design, development, and evaluation of new teaching resources and hands-on activities for use with K-12 learners and young adults in LMIT’s invention education (IvE) offerings. Lemelson-MIT Student Fellows will meet regularly with LMIT staff members guiding the work to ensure that development projects meet the needs of the program. LMIT staff will also support Student Fellows’ assessment of users’ experience and the re-design process (if necessary). Pilot testing will take place in Cambridge, the greater Boston region, and/or with LMIT collaborators across the nation. Regular communication on progress is expected, but Student Fellows will work independently and can set their own hours. Applicants must be very organized and detail oriented.

Hiring will begin October 1st and may run through mid-October 2025. We are seeking up to four LMIT Student Fellows to work a minimum of 5-8 hours per week for a period that will begin October 15, 2025 and end on April 30, 2026. Graduate students may work up to 12 hours per week. Pay will be $25/hour.

**Principal Duties and Responsibilities (Essential Functions):**

The responsibilities will include, but are not limited to:

* Assisting with designing, writing, and editing content for education offerings, implementing the offerings, and assessing learning outcomes.
* Conducting routine on-line research for key collaborators such as educators or school administrators in the local communities in which we operate Invention Education activities.
* Designing and coordinating educational outreach events and activities with community collaborators.
* Gathering information needed to respond to requests by educators seeking support from LMIT.
* Compiling impact data and maintaining detailed and accurate records for evaluating learning outcomes.
* Ensuring that collaborators outside LMIT are thanked for their support.
* Participating in ongoing project team meetings.

**Qualifications**

* Must qualify for MIT’s federal Work Study program
* Available to work between the hours of 9:00 a.m. - 5:00 p.m. On occasion, and with prior notice of at least one week, work hours may be needed during evenings or weekends.
* Ability to work independently as well as on as on a team.
* Proficient with Zoom and Microsoft Office (Word, Excel, Power Point, and Outlook).
* Have strong oral and written communication skills.
* Minimum G.P.A. of 3.0 is strongly preferred.

**Primary location:**

Cambridge, Massachusetts.

**Supervision Received:**

Weekly with open door policy in which the student may engage with the Manager more frequently when necessary or desired.