Massachusetts Institute of Technology

MIT Job Description

Position Overview:

This position combines instructional design and program administration expertise to plan, develop, execute, assess, and improve educational programming, operations, and staff coordination for the Communication Lab, a multi-disciplinary STEM communication training program. The program encompasses the departmental Communication Labs, which serve engineering departments, and the School of Engineering (SoE) Communication Lab, which connects the departmental units and serves additional partner programs. This position will research, design, and integrate educational content from both technical and humanistic perspectives, and apply program management skills to create curricula, programs, and materials informed by the principles of outcome-based, active, and inclusive learning. The position will also teach training workshops for audiences including the Communication Fellows (graduate student and postdoc coaches) and trainees from the SoE Communication Lab's partner programs.

The role requires an analytical, creative, collaborative, and meticulous person with expertise in both pedagogy and administrations/operations. The position will work under the supervision of the Associate Program Director and collaborate closely with the Comm Lab's peer Program Administrator, departmental Communication Lab Managers, Communication Fellows, faculty, and other academic partners.

Principal Duties and Responsibilities (Essential Functions)

A. Instructional Designer 1 (60%)

1) Educational Programming & Curriculum Development:

- For all pedagogical/curricular and teaching needs: Design according to the principles of outcome-based education. Research and implement pedagogical best practices for active and inclusive learning, and for face-to-face, online, and blended education environments. Research and incorporate field-specific examples and best practices for communication. Produce and deliver training materials with exceptional polish and professionalism, appropriate to a communication-centric organization.
- Develop and optimize training curriculum and materials for cross-departmental Communication Lab needs (e.g., the training series for all first-year Communication Fellows).
- Analyze Communication Fellow and staff interests to design and implement a calendar of professional development events (including external speakers/educators) throughout the year, filling gaps in existing educational offerings.
- Develop and manage relationships with MIT partner programs or external clients seeking training from the Communication Lab. Collaborate with the Associate Program Director in establishing new partnerships.
- Develop and optimize curriculum or workshops for MIT partners or external clients. Plan delivery and refinement of services to meet the evolving needs of partners and clients.
- As needed, lead or co-lead workshops and training sessions for any of the above needs.
- Provide pedagogical consulting for departmental Communication Lab managers and instructors.

2) Educational Continuity & Assessment:

- Create educational continuity across the departmental Communication Labs: gather and compare materials to identify programmatic overlaps and gaps, recommend and design initiatives to fill gaps, lead cross-departmental taskforces to address educational needs.

- Connect to literature and research to ensure that the Comm Lab stays abreast of educational developments. Communicate and deploy new best practices for the departmental Comm Labs.
- Maintain the Comm Lab's cross-departmental educational resources (e.g., the online CommKit resource collection).
- Design and conduct project management and data collection/analysis for educational assessments of the Communication Lab's coaching services and other educational interventions.

B. Program Administrator (40%)

1) Program Operations & Project Management

- Provide project management for cross-departmental and central Communication Lab projects and events of substantial complexity, such as educational assessments, the Summer Institute workshop, the development of new workshop series or courses, major website updates, and others as needed.
- Collaborate with the Associate Program Director and departmental Communication Lab Managers in launching new Communication Labs, including establishing relationships with stakeholders, developing a budget and strategic plan for the first several years of operations, determining benchmarks for success and plans for data collection, and hiring Communication Fellows.
- Provide interim management for departmental Communication Labs in the case of staff absences, including oversight of strategic planning, project management for Communication Fellows who are deploying events or new resources, and 1:1 mentorship for Communication Fellows as needed.

2) Cross-Functional Collaboration

- Engage and coordinate with other TLC programs as requested.
- Perform other duties as required.

Supervision Received: Reports directly to the Comm Lab Associate Program Director. Position requires ability to perform with minimal supervision.

Supervision Exercised: None

Qualifications:

Education:
- Required: Bachelor's degree required. Preferred: Bachelor's degree in Education, Writing/Rhetoric, STEM Communication, a STEM field, or a related field with demonstrated experience in curriculum and program design in higher education.
- Preferred: Advanced degree in instructional design and technology.

Experience:
- Minimum of 3 years of experience in a combination of: administration/operations, project/program management, teaching, pedagogical design in higher education, STEM communication, and/or professional communication.

Skills:

Education & Communication:
- Demonstrated experience with pedagogical best practices for design of outcome-based, active, and inclusive learning
- Excellent written, visual, and oral communication skills
- Proficiency with scientific communication principles and applications (e.g., experience creating academic manuscripts and presentations; experience designing and executing curricula to teach these skills)
- Experience in training, mentorship, and/or advising

- Familiarity with scientific communication principles and applications

Program Administration & Project Management:
- Experience with program administration and project management, ideally in higher education
- Strong organizational and interpersonal skills
- Demonstrated ability to complete projects both independently and collaboratively, including ability to manage relationships with multiple stakeholders/collaborators and ability to prioritize multiple long-term projects simultaneously
- Strong attention to detail

Technical & Analytical:
- Proficiency with analysis of quantitative and qualitative data and designing and conducting assessments
- Experience with designing/conducting assessments and metrics

Technical Proficiency:
- Familiarity with website development and maintenance

Other:
- Ability to work occasional evening and weekend hours as required to support duties
- Availability for some domestic travel, as needed

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Program Overview:

The School of Engineering Communication (SoE Comm) Lab is a discipline-specific communication coaching program that trains and deploys a network of peer coaches to help students and post-docs build technical and professional communication skills. The Lab focuses on serving undergraduate students, graduate students, and post-docs in participating SoE departments, but also provides programs to MIT partner organizations, and external clients in industry and academia. The Comm Lab intensively trains its peer coaches (Communication Fellows) through training workshops, mentorship, and professional development seminars. The peer coaches tailor and deliver material according to the culture and goals of participating departments. Participating departments include Aeronautics and Astronautics, Biological Engineering, Chemical Engineering, Civil and Environmental Engineering, Electrical Engineering and Computer Science, Mechanical Engineering, and the Broad Institute. The Comm Lab is part of the Technical Leadership and Communication (TLC) Programs.