MIT Job Description

Job Title: Program / Project Coordinator	**Position Title: Coordinator, Faculty Research Services**
Reports to: Director of Faculty and Research Services	**% Effort or Wkly Hrs: 100**
Department: Faculty and Research Services	

Position Overview:

The Coordinator of Faculty Research Services for the MIT Sloan School of Management is responsible for the administration of a set of core programs and processes that support or enable faculty research. These programs and processes include:

- A new predoctoral program that facilitates the hiring and onboarding of Technical and Research Support Associates;
- Dataset procurement and contracts for MIT Sloan researchers;
- Coordination and information sharing regarding relevant services, policies, procedures, and offices that support research at the school;
- Serving as a point of contact for research staff and affiliates in centers and initiatives.

This position requires excellent project management skills, attention to detail and accuracy, and strong writing and editing skills for a range of correspondence, documentation, and reporting. The Coordinator serves as an information resource based on deep knowledge of policies and procedures related to faculty research practices both at Sloan and the Institute, and acts as a liaison for research-related appointments and activities across the Academic Areas, Faculty Affairs, Sloan Finance, Sloan Human Resources, Sloan Technology Services, the MIT libraries, and various centers and initiatives. The Coordinator will work closely with the Academic Area Directors, the Deputy Dean for the Faculty, the Manager for Faculty Affairs, and the Associate Dean for Diversity, Equity, Inclusion.

Principal Duties and Responsibilities (Essential Functions**):

- **Predoctoral Technical Associate Coordination (50%)**
  Plans and works with Sloan Human Resources and relevant faculty members to manage the administrative aspects of hiring, onboarding, and developing post-baccalaureate research staff—i.e., Predoctoral Technical Associates—also known as PAs or "predocs".
  - Leads activities and takes initiative to ensure continuous improvement in the design and implementation of approaches to recruiting, hiring, onboarding, training, and supervising predoctoral term appointees, variously known as PAs, predocs, or technical associates. Partners with Sloan HR as needed.
  - Creates community-building experiences for predocs and other researchers at Sloan; holds periodic meetings and check-ins to ensure satisfaction and mitigate any work-related issues.

- Provides information to predocs, such as educational options at MIT, research seminar offerings, and other talks that may be of interest to young researchers.
- In conjunction with faculty mentors who work with predocs, develops materials and events for on-the-job training and guidance regarding research skills.
- Manages workspace assignments in dedicated E62 predoc suite.
- In partnership with Sloan HR and faculty leaders, incorporates and complements efforts to build a diverse pool of applicants.
- Ensures that predoc job opportunities at Sloan are advertised and updated; coordinates with Faculty Affairs, the Sloan PhD Office, and the Sloan Office of Communications as needed.
- Partners with Faculty Affairs to organize information sharing and administrative steps related to funds for predoctoral research staff conferred with faculty start-up packages.
- Shares information with faculty members about options and best practices for hiring research support personnel through the predoc program and other avenues.
- With faculty and staff colleagues, develops metrics to assess how the predoc program is meeting its goals, including diversity, equity, and inclusion goals.
- Acts as a liaison to PREDOC (Pathways to Research and Doctoral Careers), a consortium of universities and research institutions that aims to foster a talented, diverse, and inclusive population in the quantitative social sciences.
- Interfaces with the PhD Office to monitor how faculty use of predocs affects Sloan students working as research assistants (RAs).
- Provides ongoing liaison support regarding institutional resources for research staff.
- Maintain the sloan.predoc webMoira list serve and Slack channel.

- **Dataset procurement and curation (35%)**
  - Administers and reconciles a centralized annual Sloan budget of approximately $900,000 used for dataset subscriptions and purchases; produces financial reports as needed.
  - Negotiates and maintains new and existing contracts with dataset providers.
  - Provides a high-quality, end-to-end experience for vendors, researchers, and other stakeholders involved in the procurement process.
  - Coordinates requests for new datasets, and shepherds the intake, evaluation, and referral processes through relevant decision points.
  - Actively maintains records for paid contracts, subscriptions, renewals, and periodically assesses data sets for termination.
  - Partners with the Sloan Director of Research Computing and MIT Business and Management librarian to assess dataset needs, usage, and budget.
  - Periodically solicits and collates input from faculty groups regarding dataset needs, procurement practices, and curation strategy.

- **Coordination of General Events, Resources, and Services (15%)**
  - Maintains a website and other advertising to disseminate information about the school's many Research Seminars.

- o Coordinates schoolwide efforts to assess and communicate research services, resources, activities at MIT Sloan.
- o Collaborates with Director of Faculty and Research Services and Director of Research Computing to organize events and talks about topics of interest to faculty members and other researchers.
- o Serves as a knowledge resource for the research community.

Supervision Received: Reports to the Director of Faculty and Research Services.

Supervision Exercised: Trains and supervises any additional and/or temporary staff as needed.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree required.
- Minimum of 2 years of administrative and/or project/program management.
- Proven skills to work with multiple stakeholders and systems.
- Experience with financial administration and project management is essential.
- Excellent interpersonal, oral and written communication, presentation, supervisory, analytical, and negotiating skills.

PREFERRED EDUCATION AND EXPERIENCE:

- Familiarity with research methods in the social sciences is desired.
- The successful candidate will have a client-first outlook, experience in a research setting, and the initiative to learn about the processes, methodologies, and cultures that shape management research at MIT Sloan.
- Intellectual curiosity and a willingness to engage with the range of disciplines and research partners at the school is important.
- Must be able to build productive relationships within Sloan's research communities, collaborate extensively and work with minimal supervision.
- Must be self-motivated, detail-oriented, and able to work in a fast-paced and changing environment.
- Prior experience at MIT or other higher education/nonprofit experience is preferred.

Competencies: Contribute, Collaborate, Engage

** 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.