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## MIT Job Description

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| <b>Job Title: Coordinator, Faculty Research Service</b>      | <b>Position Title: Coordinator, Faculty Research Services</b> |
| <b>Reports to: Director of Faculty and Research Services</b> | <b>% Effort or Wkly Hrs: 100</b>                              |

### **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 will facilitate 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.

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, Sloan Finance, Sloan Human Resources, Sloan Technology Services, and various centers and initiatives. The Coordinator will work closely with the Director of Contract Administration, the Academic Area Directors, the Deputy Dean for the Faculty, and the Manager for Faculty Affairs.

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

- **Predoc Program coordination (50%)**  
Plans and works with colleagues to manage the administrative aspects of hiring of predoctoral research staff through the program
  - In the start-up phase of the program, collaborates with stakeholders to complete the program's design and rollout
  - Partners with Sloan HR to develop best practices in recruiting, hiring, onboarding, and supervision of predoctoral term appointments, variously known as research assistants/RAs, predocs, or technical associates.
  - Partners with Faculty Affairs to organize information sharing and administrative steps related to "predocs" 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

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- Develops metrics to assess how the program is meeting its goals, including diversity and inclusion goals
  - Provides administrative onboarding for new hires; offers or coordinates trainings as needed
  - Acts as first point of contact for the program
  - Manages furniture buildout and workspace assignments
  - Interfaces with the PhD Office to monitor and manage the program's effects on students working as research assistants
  - Staffs the oversight committee for the predoctoral program
  - Provides ongoing liaison support regarding institutional resources for research staff
  - **Dataset procurement and curation (35%)**
    - Administers and reconciles a centralized Sloan budget of approximately \$900,000/yr used for dataset subscriptions and purchases; produces financial reports as needed
    - Partners with Sloan Director of Contract Administration to negotiate and maintain 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
    - Tracks subscriptions, renewals, and terminations of licenses
    - Partners with Sloan Director of Contract Administration and MIT business librarian to assess dataset needs, usage, and budget
    - Periodically solicits and collates input from faculty groups regarding dataset needs, procurement practices, and curation strategy
    - Works with Associate Director of Research Computing (Sloan Technology Services) to ensure coordinated approach to research services consulting
  - **Continuity support for Contract Administration (15%)**
    - Works with the Director of Contract Administration to maintain database records of Sloan contracts
    - Provides contract templates and information on non-legal questions to Sloan researchers as needed
    - Liaisons as needed with Office of the General Counsel when Director is unavailable

### **Supervision Received:**

Reports to the Director of Faculty and Research Services. Works closely with and is tasked by the Sloan Director of Contract Administration.

### **Supervision Exercised:**

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

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## **Qualifications & Skills:**

### *MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

Bachelor's degree required, as is a minimum of 3 years relevant experience. Qualified candidates must have proven skills to work with multiple stakeholders and systems. Experience with financial administration and project management is essential. He/she must possess excellent interpersonal, oral and written communication, presentation, analytical and negotiating skills.

### *PREFERRED EDUCATION AND EXPERIENCE:*

Prior experience at MIT or other higher education/nonprofit experience is preferred. Familiarity with research methods in the social sciences is desired.

The successful candidate will have a broad understanding of the principles, practices, and cultures of the Sloan Academic Areas, other Sloan departments, and MIT as a whole. The Coordinator of Faculty Research Services 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. Intellectual curiosity and a willingness to learn about the range of disciplines and research strengths at MIT Sloan is important.

\*\* 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.