

### MIT Position Description

<b>Job Title: Entrepreneurship in Residence</b>	<b>Position Title: Entrepreneurship in Residence (EIR) at MIT</b>
<b>Reports to:</b> Executive Director of the Martin Trust Center for MIT Entrepreneurship.	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> MIT TRUST CTR	<b>Grade:</b> 10

This role is full-time 100% effort. This is a one-year appointment with the possibility of renewal.

#### **Position Overview:**

The Trust Center is MIT's entrepreneurship center and operates a variety of events, programs, and courses that serve students and external stakeholders. The core mission of the Trust Center is to advance knowledge and educate students in innovation-driven entrepreneurship in a manner that will best serve the nation and the world in the 21st century. The Trust Center seeks a mission-driven and results-oriented individual to educate students at MIT through our events, programs, and courses and significantly increase the size of the Trust Center corporate membership program.

In support of the mission, the Entrepreneur in Residence will serve as a mentor to student teams, develop content, and build infrastructure, tools, and processes. The EIR will serve as a liaison and mentor to students working in Trust Center programs, meeting with them regularly, through programs and courses.

The Trust Center runs a corporate membership program to provide organizations including corporations, non-profits, and academic institutions access to entrepreneurship at MIT. The Trust Center aims to enrich the student educational experience by providing real-world examples of corporate entrepreneurship and intrapreneurship. The EIR will serve as a Program Director for the Corporate Membership program at the Trust Center and will be responsible for developing and executing strategies to attract and retain corporate members, building relationships with existing members, and delivering tailored student-focused programming and benefits. The role includes the entirety of the design, planning, execution, logistics, experience, and enthusiasm of Trust Center corporate engagements.

The Entrepreneur in Residence responsible for our Corporate Membership program will seek out ways to grow the corporate membership program while improving the MIT student experience. Work will include both external engagements as well as oversight over student programs. All efforts will aim to improve programming and experiment to identify best practices leading to a student experience that reflects MIT's standard of excellence.

As a component of student-focused work, the EIR will spend time developing content to be published by the Trust Center for internal and external audiences. The EIR will act as an ambassador of entrepreneurship education and MIT's perspective on it to students and visitors to the Center.

The Martin Trust Center for MIT Entrepreneurship is a student service center; therefore, the candidate will be required to be in person, on-campus, and based in the local area for a 3-year commitment.

Ability and willingness to work early mornings, late evenings, and ~5 weekend days as required for classes, programs, or events. Able to travel (internationally or domestically) as needed for academic programs, approximately 2-3 times per year or as appropriate.

#### **Principal Duties and Responsibilities (Essential Functions\*\*):** (include percentages to equal 100%)

##### **Corporate Membership: 65%**

Oversee the corporate membership program and work towards Center's membership growth goals. Develop and implement strategies to attract and retain corporate members while building and maintaining a pipeline of potential corporate members through networking and outreach activities. Manage relationships with existing corporate members and work to increase their engagement with the Center as well as with students to enrich their entrepreneurship education. Develop and deliver tailored membership benefits and programming to meet the needs of corporate members. Collaborate with EIRs and Trust Center programs and courses to identify opportunities for cross-promotion and engagement with corporate members.

##### **Program Management & Student Program Experiments and Infrastructure: 20%**

Run programs to help advance the entrepreneurship education (in a holistic sense, meaning curricular, extra curricular, and apprenticeships) at MIT; including but not limited to: develop, execute, and/or assist with t=0, MIT Fuse, StartMIT, delta v , workshops, and guest lectures. This includes working collaboratively with other centers (Legatum, Sandbox Innovation Fund, Venture Mentoring Service, TLO, Media Lab, Deshpande, Gordon Engineering Leadership Center, etc.) along with other accelerators on campus (DesignX, Engine) to create and deliver educational experiences that prepare students to lead technology and entrepreneurship ventures.

Promote the programs among potential stakeholders and partners inside and outside MIT via press coverage, social media channels and

presentations; recruiting, interviewing, and admitting MIT students to the program; and identifying and cultivating new sources of financial support for the program.

#### **Student Mentorship and Entrepreneurship Curriculum: 15%**

Will help educate, mentor, and coach MIT students across campus on the realities of being an entrepreneur. Work collaboratively with other Trust Center EIRs to ensure students across campus are receiving the support they need to accelerate their ideas for impact. Collaborate with the Managing and Executive Director to enhance students' academic and extracurricular experiences related to entrepreneurship through content development and curriculum advancement. Evaluate, recommend, and implement changes and enhancements based on both quantitative and qualitative metrics and communicate feedback.

#### **Supervision Received**

Reports directly to the Executive Director of the Martin Trust Center for MIT Entrepreneurship.

#### **Supervision Exercised**

Directly or indirectly supervise corporate membership program assistant.

### **Qualifications & Skills**

#### **Required**

- M.A. or M.S.
- Minimum 5 years of industry experience
- Experience in a business start-up or as a founder or early employee in a startup or another new innovation-driven organization, willingness to openly share successes and failures with students in the educational process strongly desired
- Excellent command of written and spoken English
- Ability to prioritize and coordinate multiple projects simultaneously in a fast-paced environment, and an interest in innovation and entrepreneurship
- Ability to successfully manage priorities
- Seek a highly motivated team player who can work both collaboratively as a team member and independently
- Strong social media skills required

#### **Preferred**

- Experience managing corporate relationships at an innovation or entrepreneurship program
- Willingness to openly share successes and failures with students in the educational process strongly desired
- Strong motivation and willingness to bridge-build across corporate world and MIT's campus to make sure MIT students are taking full advantage of the rich set of resources available to them and identifying and filling in gaps where needed
- Strong product and technical expertise preferred
- Individual should possess a high-level understanding of mobile and Internet technologies and trends

**Competencies:** Contribute; Collaborate; Engage; Lead; Manage

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.*