Human Resources

# MIT Position Description

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| **Job Title: Program/Project Coordinator, SRS** | **Position Title: Project Coordinator, MIT IDE/Future Tech** |
| **Pay Grade: 6 (exempt)** | **% Effort or Wkly Hrs: 100%** |
| **Department: MIT Sloan IDE/FutureTech Lab** | **Reports to: Director, MIT IDE / FutureTech Lab** |
| **Duration: Grant funded 2 Year term appointment** | Hiring Pay range: $62,000-$79,200 |

## Position Overview

The Project Coordinator for MIT IDE/Future Tech helps execute the operational and administrative aspects of the MIT IDE/FutureTech Lab's research projects to ensure that it is a highly innovative and impactful research environment. They will collaborate with an interdisciplinary team of leading researchers and experts across computer science and economics/business. The position will assist in project management within a cutting-edge research center in artificial intelligence and computing. Role is primarily onsite in lab.

## Principal Duties and Responsibilities (Essential Functions

- Operations (50%)
    - Reviews and evaluates schedules, plans, and proposals to assist researchers in facilitating their work and overcoming logistical challenges.
    - Supports operations and administration for the project by coordinating with MIT or Sloan units that support the MIT IDE/FutureTech Lab in administration, finance, IT, compliance, communications and outreach.
    - Coordinates project timelines, resources, and deliverables to ensure efficient progress in the MIT IDE/FutureTech Lab's goals
    - Ensures allocated MIT IDE/FutureTech Lab resources, including financial, technical and personnel, are deployed according to project plans and goals
    - Coordinates with internal team members and Industry partners to ensure seamless project execution.
    - Implements relevant MIT and Sloan administrative requirements, policies and procedures for the MIT IDE/FutureTech Lab.
    - Determines appropriate administrative action based on experience, rules and precedent.
    - Ensures compliance with MIT, MIT Sloan and external regulations and guidelines, analysis and reporting.
    - Contributes to and supports grant proposals and other research writing.

- Develops methods for collecting project data and ensures tracking of key program/project metrics.
- Tracks and analyzes program/project data and provides recommendations to the Project Manager.
- Prepares and oversees preparation of program documentation and reports

• Project planning (45%)

- Assists in developing strategic plans for the MIT IDE/FutureTech Lab.
- Implements operational plans to support goals.
- Develops methods for tracking progress and key metrics.
- Analyzes data on progress to suggest next steps and resolve issues.

• Fiscal (5%)

- Assists with developing and managing project budgets.
- Manages project budgets, expenses, reconciliation, and forecasts.
- Works with MIT Sloan staff to provide relevant reports and documentation for Institute, MIT Sloan and the MIT IDE/FutureTech Lab requirements.

• Other duties as needed or required.

## Supervision Received

Reports to Director**,** MIT IDE/FutureTech Lab

Works under general oversight with direction on non-routine issues

## Supervision Exercised

May guide the work of internal and external project support staff and writers. May provide coaching and on-the-job training.

## Qualifications & Skills

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

Bachelor's degree required.

Minimum 2 years of administration, project/program management, or operations experience required.

Experience supervising others and leading projects, programs, or functions In-depth understanding of principles and practice of managing a complex organization

*PREFERRED EDUCATION AND EXPERIENCE:*

Prior experience in project management or operations, preferably in research, academic, or technology-oriented environment

Research paper and grant writing experience.

## Competencies:

Contribute

- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness
- Is self-directed and proactive while advancing work and achieving results

Collaborate

- Works towards team success with humility, as both a member and a leader of formal and informal teams
- Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes
- Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

Engage

- Acts with caring and a sense of community while demonstrating genuine respect towards every Person
- Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
- Builds diversity and inclusion by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive

*** 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.*

Provided as background:

**About MIT FutureTech**

MIT FutureTech, which spans the MIT Sloan School of Management's Initiative on the Digital Economy (IDE) and the MIT Computer Science and Artificial Intelligence Lab (CSAIL), is an interdisciplinary group of computer scientists, engineers, and economists who study the foundations of progress in computing and Artificial Intelligence: the trends, implications, opportunities and risks. Economic and social change is underpinned by advances in computing: for instance, improvements in the miniaturization of integrated circuits, the discovery and refinement of algorithms, and the development and diffusion of better systems and

processes. We aim to identify and understand the trends in computing that create opportunities or risks and help leaders in computing, scientific funding bodies, and government to respond appropriately.

Our research therefore helps to answer important questions including: Will AI progress accelerate or decline – and should it? What are the bottlenecks to growth from AI, and how can they be solved? What are the risks from AI, and how can we mitigate them?

To support our research, we run seminars and conferences to better connect the field of computer scientists, economists and innovation scholars to build a thriving global research community.

To disseminate it, we advise governments, nonprofits and industry, including via National Academies panels on transformational technologies and scientific reliability, the Council on Competitiveness' National Commission on Innovation and Competitiveness Frontiers, and the National Science Foundation's National Network for Critical Technology Assessment.

Our work has been funded by Open Philanthropy, the National Science Foundation, Microsoft, Accenture, IBM, the MIT-Air Force AI accelerator, and the MIT Lincoln Laboratory.

Some of our recent outputs:

- The AI Risk Repository: A Comprehensive Meta-Review, Database, and Taxonomy of Risks from Artificial Intelligence
- Beyond AI Exposure: Which Tasks are Cost-Effective to Automate with Computer Vision?
- How industry is dominating AI research
- The Quantum Tortoise and the Classical Hare: A simple framework for understanding which problems quantum computing will accelerate (and which it will not)
- A workshop on AI scaling and its implications for AI development, automation, and more •

The Great Inflection? A Debate About AI and Explosive Growth

- There's plenty of room at the Top: What will drive computer performance after Moore's law?
- Deep Learning's Diminishing Returns: The Cost of Improvement is Becoming Unsustainable
- America's lead in advanced computing is almost gone
- The Decline of Computers as a General Purpose Technology: Why Deep Learning and the End of Moore's Law are Fragmenting Computing
- How Fast Do Algorithms Improve?

Some recent articles about our research:

- Techcrunch: MIT researchers release a repository of AI risks
- CNN: AI and the labor market: MIT study findings

- TIME: AI job replacement fears and the MIT study
- Boston Globe: AI's impact on jobs according to MIT

You will be working with Dr. Neil Thompson, the Director of MIT FutureTech. Prior to founding FutureTech, Dr. Thompson was a professor of Innovation and Strategy at the MIT Sloan School of Management. His PhD is in Business & Public Policy from UC Berkeley. He also holds master's degrees in: Computer Science (UC Berkeley), Economics (London School of Economics), and Statistics (UC Berkeley). Prior to joining academia, Dr. Thompson was a management consultant with Bain & Company and worked for the Canadian Government and the United Nations.