

MIT Job Description

Job Title: Mgmt 3, Program & Project Admin	Position Title: Skills & Training Lead, Martin Trust Ctr for MIT Entrepreneurship
Department: MIT Sloan	% Effort or Wkly Hrs: 100% / 40 hours
Reports to: Executive Director	Grade 10

Hiring pay range: \$104,400 - \$140,600

Position Overview:

The Skills & Training Lead will have a strong strategic background and entrepreneurial experience(s) with a startup or other new venture/organization.

The Skills & Training Lead will work directly and indirectly with other Leads, the Executive Director, and staff members to review and where relevant, redesign Trust Center co-curriculum initiatives. Ensuring we are aligning our programs to market reality - supporting MIT students with the world class entrepreneurship skills, training and community programs that put our students at the forefront success as future founders and leaders. Prioritizing student experience and student futures.

As we progress into the age of AI at rapid speed, this role will be crucial in ensuring courses, programs and events delivered to all students meet MIT's standards of rigor and excellence and are aligned with the Trust Center's frameworks.

Critical characteristics include someone who is accountable, agile, creative, and able to thrive as a leader in ambiguity. The right candidate will hold great personal agency, ownership and capability to communicate effectively to a multitude of stakeholders in a fast-paced environment.

In addition, the postholder will serve as a mentor to students and student teams. Building online and offline infrastructure, tools, and processes to serve Center's mission.

The Skills & Training Lead will serve as a liaison and mentor to students in the Center, meeting with them as requested. They 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 Skills & Training Lead will be required to be in person, on-campus, and based in the local area for an approximate 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 (domestically) as needed for academic programs, approximately 2-3 times per year or as appropriate.

Principal Duties and Responsibilities (Essential Functions):**

Entrepreneurship Curriculum and curriculum re-design and Infrastructure: 40%

Working closely with the Executive Director on entrepreneurship Skill and Training strategy and design of entrepreneurship initiatives. Develops strategic plans and operations for entrepreneurship curriculums and programs. Directs and/or oversees comprehensive change management strategy and communication plans.

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Lead and execute large scale initiatives to advance entrepreneurship education at MIT; including but not limited to: design, develop, execute, and help lead the Martin Trust Center pre-accelerators including Super Fuse, Research to Entrepreneurship initiative – R2E with MIT HEALS, and talent accelerator alongside ensuring said programs are complementary and work in collaboration with teaching classes on entrepreneurship. Impacting

Collaborate with the Executive Director to enhance students' academic and extracurricular experiences related to entrepreneurship. Evaluate, recommend, and implement vast strategic changes and initiative enhancements based on both quantitative and qualitative data and insights from the student, and wider internal body, alongside regularly benchmarking against external organizations to ensure we are always striving for best practice in entrepreneurship support and education. This will be done through extensive research, designing surveys, conducting interviews, and continually benchmarking data.

Student Mentorship and ecosystem and network building 50%

Mentor, and coach MIT students across campus on entrepreneurship.

Specifically, advising students along their specific milestones and phases of their entrepreneurial journeys whether they are actively building a company, or exploring the idea of doing so.

Creating strong feedback loops from said student experiences to influence the needs of our entrepreneurship initiatives – making sure they are always excellent, relevant and resonate to the student body needs especially in line with the rapidly evolving global workforce landscape.

This includes, bringing together world class leaders and amplifying our networks and being a super-connector for students, especially those focused on developing their ideas to support their journey. Including connecting them to senior leaders across a multitude of industries depending on the student ideas stage and specific support request/needs they may have to ensure ideas to impact.

The role ensures we are always delivering the highest quality mentorship to our student body. Candidate entrepreneurial drive and experience external to academic environments welcome.

Cross-Campus Collaboration and Outreach: 10%

Will serve as a key liaison from the Martin Trust Center for MIT Entrepreneurship to other entrepreneurship and development groups across campus e.g. MIT Innovation Initiative, IDEAS Competition, and departmental entrepreneurship programs as appropriate.

Develops and manages relationships with key stakeholders and partners inside and outside MIT to turbocharge student engagement, registration and admittance in MTC entrepreneurship initiatives – including through press coverage, social media channels, presentation roadshows. Working with our MTC team and student community to create a series of inspirational stories and case studies of student journeys through MTC showcasing the alternative routes to entrepreneurship.

Translate the value of the initiatives to our wider community internal and external to MIT. Including highlighting the impact of technologies being built by MIT students to our local, national and global communities.

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The role will also work collaboratively within the thriving and vibrant MIT and wider entrepreneurship ecosystem including but not limited to the Engine, Media Lab, Deshpande Center, TLO, Venture Mentoring Service, Gordan Engineering Leadership Center, Sandbox Innovation Fund, Kuo Sharper Center alongside being a supportive entity to all departments across the institution. Serving to deliver holistic educational experiences that prepare students as future entrepreneurs, and leaders.

Perform other duties as assigned.

Supervision Received:

Reports directly to the Executive Director

Supervision Exercised: Manages Assistant and Associate Director and when required, temporary staff.

Qualifications & Skills:

Required:

- Bachelor's degree required; M.A. or M.S. preferred
- Minimum 5 years of administration or operations experience and/or project/program management industry experience required.
- Experience 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 written and communication skills
- 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 preferred

Preferred:

- Willingness to openly share successes and failures with students in the educational process strongly desired
- Strong motivation and willingness to bridge-build across 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
- Interest in international education and/or working with international partners
- Individual should possess a high-level understanding of mobile and Internet technologies and trends
- Experience in the healthcare technology sector with the commercialization of new health/bio related technologies

Competencies:

Contribute: Collaborate; Engage; Lead; Manage

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*** 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.*