

MIT Job Description

Job Title: Policy Specialist	Position Title: Policy Specialist, Policy@MIT
Pay Grade: 8	% Effort or Wkly Hrs: 100%
Department: Policy @ MIT	Reports to: Executive Director

Hiring Pay Range: \$77,500-\$105,100

Position Overview:

Reporting to the Executive Director of Policy@MIT, the Policy Specialist coordinates efforts that amplify and strategically enhance existing policy-relevant research at MIT and works with leadership to identify new opportunities for policy-relevant analysis based on policymakers’ needs. Working closely with research and communications teams as well as program managers and affiliated faculty, the Policy Specialist helps execute the Policy@MIT mission and strategy; manages and coordinates proactive and responsive policy engagement; ensures timely and high-quality external communications; and contributes to the development of a range of knowledge products. Position will also serve as a liaison with policy initiatives across campus.

Principle Duties and Responsibilities

Policy Analysis, Research & Communications (40%)

- **Research:** Works with the faculty steering committee, researchers, and principal investigators, provides assistance to researchers and research teams when incorporating policy implications into research design and execution.
- **Knowledge Product Creation & Development:** Contributes to the development of knowledge products that effectively communicate MIT policy analysis and research (e.g. policy briefs, research commentaries); Drafts and edits documents on behalf of Policy@MIT leadership and faculty; Reviews products developed by UROPs, research assistants and post-doctoral researchers affiliated with Policy@MIT.
- **Education & Training:** Manages and updates educational resources for MIT researchers to explain various aspects of public policy (e.g. how Congress works, how to write an effective policy memo); Contributes to online learning modules to provide asynchronous education to

the global public, including through MITx and edX; offers specific training and guidance in advance of presentations to policy audiences.

- **Convening:** Coordinates events that bring together researchers and policy ecosystem leaders to advance evidence-based policy, including both on and off campus (e.g. workshops, panel discussions, etc); Contributes to the development of annual MIT Congressional Staff Seminar agendas; Identifies opportunities for and contributes to the development of educational seminar agendas, symposia and forums for policy stakeholder audiences.
- **Communications:** Serves as a resource for the Policy@MIT on framing MIT research for policymaker audiences (e.g. develops presentation materials for marketing policy projects, drafting op-eds, and social media communications).

Researcher Relationship Coordination, Opportunity Identification and Qualification (30%)

- **MIT Researcher Relationship Coordination:** Identifies and qualifies relevant MIT research that could contribute to and enhance public policy proposals, recommendations, and rules; Cultivates relationships with MIT researchers and provides guidance in engaging with policy audiences. Monitors research publication communications (MIT News, Google Scholar alerts, etc) to stay abreast of emerging MIT policy-relevant research.
- **Project Opportunity Identification:** Leverages relationships within the existing policy ecosystem to identify opportunities for MIT faculty to analyze and inform current and forthcoming policy; leverages relationships with MIT researchers to identify existing and emerging research that can inform and enhance policy discourse and design.
- **Project Qualification:** Ensures projects meet MIT quality standards, are appropriately resourced, high-leverage, and align with MIT strategic objectives.
- **Policy Ecosystem Coordination:** Works in close collaboration with the MIT Washington Office to identify general and issue-specific policy ecosystem members within subnational, national, and international domains including government, non-government, and private sector stakeholders; Coordinates with the MIT Washington Office to build relationships within those ecosystems to leverage MIT research and expertise; where appropriate, attends events, symposia, seminars, panel discussions to stay abreast of policymaker needs.

Management and Administration (30%)

- Identifies opportunities for UROP research projects, and coordinates UROP activities for faculty supervisors.
- Accountable for the development and implementation of projects.

Supervision Received:

Reports to the Executive Director

Supervision Exercised:

None

Qualifications & Skills:

- Bachelor's degree in a related field of study, Master's or Doctoral degree in natural sciences, social sciences, economics, or engineering preferred.
- Minimum 3 years of policy development and/or policy advisory experience.
- Experience with federal and/or state-level government relations and/or policy communications. Local and international policy experience preferred.
- Understanding of legislative and regulatory processes, including topical jurisdiction and policy ecosystems.
- Superior communication skills with an ability to understand, distill, and translate complex technical material for different policy audiences.
- Must be adaptable – job responsibilities are subject to change in response to rapidly evolving policy and political landscape.

Competencies:

- **Contribute:** Is self-directed and proactive while advancing work and achieving results.
- **Collaborate:** Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner with internal and external audiences.
- **Engage:** Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches.
- **Lead:** Focuses on impact and outcomes while working to make a difference and achieve organizational goals. Initiates and sustains change that creates value.

Occasional weekday evening and weekend work and travel will be required.

U.S. citizenship or permanent residency is required.

*** 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.*