

MIT Job Description

Job Title: Administrator	Position Title: Communication Lab and Career Development Administrator, Chemical Engineering
Reports to: Communication Lab Director, Chemical Engineering Department Head	% Effort or Wkly Hrs: 100%
Department: Chemical Engineering	Prepared by: Diana Chien, Manager, Biological Engineering Communication Lab
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Position Overview:

The Department of Chemical Engineering seeks a creative, strategic, and innovative individual for a dual position that aims to integrate professional development support into the Department of Chemical Engineering. Both parts of the position will require the candidate to analyze departmental needs, connect with students, and develop customized resources that will ensure students' success both at MIT and beyond.

The two parts of the position are **1)** launching and leading a Chemical Engineering Communication Lab, and **2)** designing and providing Career Development services for the department.

- 1) The Communication Lab is a peer-coaching organization that helps students within the department learn to write, speak, and design visuals more effectively. As the Communication Lab Administrator, the individual will work closely with the Communication Lab Director and Department Head to achieve departmental goals, as well as collaborate with the larger interdepartmental Communication Lab team. The Administrator's main responsibilities will be **a)** outreach and **b)** management of a team of 6-10 graduate student and postdoc Communication Fellows (peer coaches). The Administrator will integrate Communication Lab resources into the Chemical Engineering community and design initiatives to meet the community's needs.
- 2) As the Career Development Administrator, the individual will develop resources and experiences for Chemical Engineering students as they explore and prepare for different careers; perform outreach and create connections with potential employers and departmental alumni; and lead initiatives to enhance students' professional growth, including use of the Communication Lab.

Principal Duties and Responsibilities (Essential Functions**):

Communication Lab Administrator

- Hire and supervise 6-10 graduate students and postdocs to serve as Communication Fellows, who will provide peer coaching and communication support for the department. Mentor the Fellows, support them in producing exemplary and innovative work, and promote their professional growth.
- Design creative marketing and outreach for the Lab: craft a strategic calendar and portfolio of services to maximize impact in the department.

- Serve on a larger interdepartmental Communication Lab team with the Director, departmental Communication Lab Managers and Communication Instructors to align Chemical Engineering's strategic and operational plans with the overall program's vision and goals. Collect and analyze Lab data to help the team make programmatic decisions and evaluate effectiveness.
- Manage relationships with clients across campus, including students of all levels, postdocs, faculty, and administrators.
- Ensure the Lab's administrative needs are met: materials, website, online schedule, and budget.

Career Development Administrator

- Support Chemical Engineering students in exploring and preparing for jobs, internships, graduate school, medical school, and other careers. Create awareness of different career directions and opportunities. Analyze workplace and market trends in order to inform programming and student decision-making.
- Support students in identifying and cultivating necessary skills and experiences.
- Perform outreach to promote awareness of the department, and connect students, alumni, and a network of career professionals.
- Design initiatives to support networking and professional development, such as career fairs, career panels, and mentorship opportunities.
- Coordinate with MIT Global Education and Career Development and other relevant partners to create a holistic career support system for students.

Supervision Received:

Supervision is provided by the Chemical Engineering Department Head.

Supervision Exercised:

Administrator will supervise 6-10 graduate student and postdoc Communication Fellows.

Qualifications & Skills:

REQUIRED:

- Bachelor's degree in a relevant field such as Communications, a STEM field, or Education
- A minimum of three years of administrative work in higher education; preference for experience working directly with students and/or pedagogy
- Extraordinary technical and academic communication skills—oral, written, and visual design
- A deep understanding of career paths and necessary professional skills for STEM students, experience in coaching professional skills, and/or experience in mentoring STEM students
- Outstanding strategic thinking: ability to solve problems creatively, analyze data to inform decision-making, and create connections between people and organizations in order to optimize student support and departmental goals
- Ability to receive and give constructive feedback to students, Fellows, and peers

- Excellent interpersonal skills and ability to interact effectively with faculty, students, and administrative staff; a team player
- Demonstrated people and project management skills, keen attention to detail, and ability to manage multiple long-term deadlines simultaneously

PREFERRED:

- Master's Degree in a STEM field
- Supervisory experience, specifically with student workers
- Prior experience at MIT

** 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.