

MIT Position Description

Job Title: Management 3, Project and Program Administrator (SRS)	Position Title: Director, MITEI Education Office
Pay Grade: 10	% Effort or Wkly Hrs: 100%
Department: MITEI	Reports to: Deputy Director of Science and Technology
Prepared by: MITEI Deputy Dir. Of Science & Technology	Date: 3/14/26

Position Overview

Directs all aspects of MITEI's formal and informal education programs and is the authoritative representative for MITEI's educational program to the MIT campus and MITEI member companies.

Principal Duties and Responsibilities (Essential Functions**)

Leads the MITEI Education Office and represents the office on the MITEI leadership team

Represents MITEI's education activities to other DLCIs, MIT administrators, various informal and formal committees, MITEI member companies, and MIT groups interested in energy, climate, and sustainability education

Proposes innovations to increase student engagement in energy activities or to improve the experience of students already engaged

Ensures MITEI member companies have sufficient information about education activities and suitable access to MIT undergraduates, graduate students, and postdocs supported by MITEI and/or member funds

Administers the Energy Scholars program

Oversees the Energy Studies minor, MITEI UROP activities, and student recruitment

Manages the MITEI Education newsletter

Contributes to fundraising for MITEI's education efforts

Contributes to and, in some cases, originates outreach and publicity about MITEI educational activities

Coordinates MITEI's Open Learning portfolio

Maintains complete records and statistics on MITEI's education activities

Ensures fiscal responsibility in disbursement of Education Office funds, including approval of expenditures and tracking of funds in collaboration with the MITEI Finance Office

Ensures timely completion of ESM and curricular reviews, submission of required documents to the Institute, reporting to member companies,

Coordinates with faculty and undergraduate supervisors (e.g., postdocs, graduate students) as needed to ensure problems, concerns, and questioned are addressed

Compiles information about other MIT educational programs (e.g., professional and executive education; programs in energy-related fields) as needed to fulfill requests from MITEI leadership or member companies

Supervision Received

Has wide latitude to manage the Education Office and its activities in a manner that protects and enhances MITEI's reputation

Reports to MITEI's Deputy Director of Science and Technology and keeps the Deputy Director apprised of activities, developments, and concerns, including those related to staffing and personnel.

Receives approval of MITEI's financial staff and/or Executive Director for major expenditures.

Supervision Exercised

Supervises a Program Director for Undergraduate Education

Hires and supervises temporary staff for MITEI's Education Office or for special activities (UROP, FPOP, Open Learning)

May supervise other employees as assigned

Qualifications & Skills

Bachelor's degree (advanced degree strongly preferred) in a field such as engineering, environmental science, environmental policy, or physical or biological science.

At least 5 years' experience administering a university-level education program in a STEM field, preferably within an academic institution. Must include advising university-level students on curricular choices.

Demonstrated skills working with mixed teams of administrators, faculty, and students from the undergraduate to PhD level.

Ability to work independently, lead a small team, and be a productive member of a larger team.

Track record of innovation to increase student engagement.

Strong written communication skills.

Familiarity with online learning.

Experience with spreadsheets and other productivity tools.

Experience preparing and delivering oral presentations to students, administrators, and faculty (in-person and virtually).

Discretion in managing sensitive issues and confidential information.
