

Job Description: Education Program Director

Summary:

The Environmental Solutions Initiative's (ESI) Education Program Director is charged with providing strategic direction and planning regarding funding applications, research agenda, and educational programming. The research and programming objectives will advance ESI's mission, and help better understand, improve, and expand environmental, sustainability and climate justice education at MIT, as well as across higher education. Along with developing strategic direction, the Education Program Director also directs the Environmental and Sustainability (E+S) Degree Minor and serves as a key resource and collaborator for climate and environmental education across MIT's rapidly expanding climate education space.

More specific job responsibilities include:

Operations and Management:

- Develops ESI's education research, funding and programming strategic plans and operation.
- Defines the education program project scope and schedule; identifies and resolves issues.
- Serves as a resource to MIT's primary leaders in climate education research, programming, teaching, and initiatives; collaborates with various MIT DLC's including the Climate Education Working Group, the Climate Nucleus, The MIT Climate and Sustainability Consortium (MCSC), The MIT Office of Sustainability (MITOS), Open Learning, The MIT Energy Initiative (MITEI), and potentially a newly formed group within the forthcoming Climate Project; aids in the ongoing process to implement: *Fast Forward, MIT's Climate Action Plan for the Decade*.
- Searches for, identifies, drafts, and submits proposals for internal and external grants; trains and mentors' staff to collaborate in this process.
- Develops and manages relationships with internal and external stakeholders regarding the broad area of environmental and climate education, which includes institutions of higher education, K-12, government, and community organizations.
- Evaluates the effectiveness of operational processes with the education program and develops recommendations for improvements; proposes and leads the implementation of changes.
- Develops, implements, and manages program/project plans and proposals.
- Develops recommendations for program/project plans and operations, as well as a vision and strategy for innovative climate education research at MIT and beyond. This includes the management and promotion of the Environmental and Sustainability Degree Minor.
- Allocates financial, technical, and personnel resources to needed educational projects.
- Provides technical advice or in-depth environmental education content knowledge to achieve program/project goals and objectives.
- Serves as a resource regarding administration of the educational and broader research programs at ESI and at MIT more broadly.
- Hires, mentors and manages staff such as regular ESI educational staff, undergraduate researchers, research assistants, and postdoctoral associates; collaborates with them in creating educational research and programming.

Teaching, Learning & Curriculum:

- Applies for internal and external teaching innovation grants and builds partnerships across DLCs.
- Teaches and co-teaches courses with faculty members and instructors across DLCs.
- Evaluates new teaching innovations within courses across MIT.
- Conceives of and develops curricular development projects for climate justice, climate, and sustainability education; maintains and promotes these projects on an ongoing basis; evaluates and disseminates their effectiveness.

Research and Knowledge Dissemination:

- Conducts climate related educational research inside and outside of MIT.
- Disseminates research findings and best practices inside and outside MIT via guest lectures, talks, workshops, conference presentations, and publications.
- Stays informed regarding innovative and best practices related to climate education.
- Builds a network of climate education collaborators inside and outside of MIT.

Analysis and Reporting:

- Develops and manages the education program budget; monitoring, analyzing, reconciling and forecasting reporting.
- Develops methods for collecting feedback and ensures tracking of key education program/project and research metrics.
- Analyzes data from educational research and programming; determines and implements next steps; troubleshoots issues.

Knowledge and Experience:

- Holds in-depth content knowledge of environmental, sustainability, and climate/environmental justice education research and practice. Extensive knowledge and practice in climate and environmental education is preferred. This includes overall research trends, content knowledge, and instructional approaches in higher education and K-12.
- Strong publishing record and or ability to demonstrate research program potential is preferred; Strong ability to write and publish within different academic and non-academic contexts; experience with disseminating research and project outcomes across various audiences and educational contexts both in writing and speaking.
- Experienced in developing curriculum for various educational audiences (i.e. community members or undergraduate college students); experience with climate and environmental justice curriculum development and promotion is preferred.
- Experience with climate, environment and sustainability (CES) faculty development projects; ability to recruit, create and schedule programming for faculty members from diverse disciplinary backgrounds. Knowledge of best practices in the field of faculty development and training preferred.
- Experience in managing and directing staff on implementing educational programming, curriculum development and research.
- Knowledge and experience regarding best practices in community engagement; working with and for underserved community members and organizations.
- Experience and research related to climate education in science, technology, engineering and mathematics (STEM) contexts is preferred.
- Experience with other languages (such as Spanish) or working with populations outside of the U.S. is desirable.

Qualifications:**Job Specific Expertise:**

- Minimum 4 years of administration or operations experience and/or project or program management required.
- Expertise in higher education with 5 or more years of experience building educational curriculum, teaching, creating initiatives, and working with students; 5 or more years of teaching in higher education is preferred.
- Expertise in designing and implementing climate/environmental justice curriculum is preferred.
- Internal MIT experience preferred.
- Expertise with open-source learning is preferred.
- Expertise designing, running, and analyzing climate, environment or sustainability faculty development projects, or faculty training in general is preferred.

Job Specific Education:

- Bachelors's Required in either education, higher education, environmental education, sustainability, environmental science, or other related field. Preferred, Ph.D

Work Environment:

- Typical office setting and conditions. Staff is not exposed to adverse environmental conditions. Movement across MIT's campus is required.
- MIT is a fast-paced environment with a large number of departments, labs, and centers, and many external stakeholders.

Physical Requirements:

Work is mostly sedentary and the majority of time is spent in a stationary position.