



### MIT Position Description

<b>Job Title:</b> Comms & Mktg Administrator 3, SRS	<b>Position Title:</b> MKI Public Engagement Officer
<b>Pay Grade:</b> 8	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> Kavli Institute	<b>Reports to:</b> MKI Director
<b>Prepared by:</b> Simcoe/McGinnes	<b>Date:</b> 9/1/22

#### Who We Are:

The MIT Kavli Institute for Astrophysics and Space Research is a world-leading institution for research in astrophysics. First established in 1963 as the MIT Center for Space Research (CSR), MKI has cultivated a half-century of expertise deploying advanced technologies across the globe and in space to support the scholarly inquiry of MIT’s faculty, research and technical staff, and student body. We have led or contributed to multiple operating NASA missions including the Transiting Exoplanet Survey Satellite (TESS), the Chandra X-Ray Observatory, The Neutron Star Interior Composition Explorer (NICER, on the International Space Station), and Voyager. On the ground, MKI manages MIT’s co-lead of the LIGO gravitational wave observatory, the 6.5-meter Magellan Telescopes in Chile, and the CHIME and HERA radio telescopes. MKI supports a staff of 150 scientists including 37 resident faculty members.

#### Position Overview:

The MIT Kavli Institute for Astrophysics and Space Research (MKI) seeks a qualified professional to lead a new initiative in Public Engagement with science. The successful candidate will help define and then execute an expanded program to nurture reciprocal connections between our research/education community, and the broader public. Sufficient funding has been allocated for a minimum period of 5 years for these efforts, in addition to a support budget for execution and structured external evaluation.

MKI participates in a number of public outreach programs, currently conducted on an ad-hoc basis by faculty, staff, postdocs, and students. We aim to establish centralized organization and professionalize the program design and communication for these efforts. In parallel, we wish to expand outreach conducted for Institute interests in recruiting, outreach to professional societies, mentoring, and community interaction.

The MKI Public Engagement Officer will be required to interact with the full range of MKI staff – academic, research, administrative, and technical – and associated organizations. While work supervision will be conducted by the MKI Director, the role of Public Engagement Officer will require substantial independence of action. Common interfaces will include administrative staff leadership, human resources, the MKI standing DEIA Committee, and staff involved in outreach activities.

The goals of this position include:

- To increase public engagement with the MIT Kavli Institute’s mission in basic science, astrophysics, and space exploration
- To practice Inclusive Science Engagement, to foster connections with traditionally underserved communities
- To support MKI researchers who are developing engagement / mentorship programs as part of their funding proposals to external sponsors
- To train MKI scientists to be effective and inclusive communicators of their research
- To measure impact of engagement efforts on all platforms (digital and face-to-face)
- To support recruitment efforts of MKI and MIT Physics at all levels



**Principal Duties and Responsibilities (Essential Functions\*\*):**

- Act as the central communication and organization hub for MKI external engagement programs, will increase public engagement with the MIT Kavli Institute’s mission in basic science, astrophysics, and space exploration
- Train MKI scientists in effective communication techniques and to become more effective and inclusive communicators of their research
- Develop/execute engagement and mentorship programs to satisfy sponsor requirements on associated research programs
- Collect periodic impact metrics on all platforms (digital and face-to-face) and disseminate assessments to MKI leadership and relevant sponsors
- Engage through Inclusive Science Communication with under-served communities and organizations
- Serve as a standing member of MKI’s DEIA committee
- Participate in student and staff recruitment for MKI and the MIT Department of Physics at all levels, including undergraduate and graduate admissions, and post-graduate hiring
- Other duties as needed or required

**Supervision Received:**

Minimal supervision from the MKI Director.

**Supervision Exercised:**

No direct reports.

**Qualifications & Skills:**

B.Sc. in a field of physical sciences, science-focused communication or related field. Minimum 5 years of relevant experience, including teaching science in a classroom, museum, or other professional setting. Strong speaking and writing skills. Ability to create and edit web-based and social media content. Experience with creating and/or leading evidence-based public engagement initiatives.

PREFERRED: Masters or PhD in a field relating to Physical Sciences. Training in evidence-based practices to build an inclusive community through mentoring. Professional experience in Inclusive Science Communication and diversity, equity, and inclusion (DEIA) work.

Hybrid position with a target of 4 days in the office per week. Travel may be required as a part of recruiting and engagement efforts.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.