

Job description:**Assistant Director of DLCI Research Administration Engagement**

The Assistant Director of DLCI Research Administration Engagement will play a critical leadership role in advancing MIT's DLCI Initiative and continuing the foundational work underway with Human Resources and the Departments, Labs, Centers, Initiatives (DLCIs) while leading the buildout of the research administration education and training program. The role will also serve as the lead administrative point of contact for MIT's strategic agreements with Institute-affiliated organizations (e.g., Broad, Draper, Whitehead, Ragon, AFFOA).

Principal Duties and Responsibilities

- **Onboarding Program:** Design and manage a centralized onboarding program for DLCI research administrators, ensuring consistent, tracked, and up-to-date training across all units.
 - Collaborate with Assistant Deans, DLC Directors of Administration and Finance, RAS Contract Administrators and Research Systems & Support to better understand DLCI admin needs.
 - Advise Business and Digital Transformation team on OVPR efforts and align resources
- **Post-Award Compliance & Risk Monitoring:** Develop documentation, standards, and a proactive monitoring system to support compliant and consistent post-award administration across DLCIs.
 - Provide the bridge between MIT Audit, VPR Cost Analysis, RSS and the DLCIs to address inconsistent processes and practices to reduce audit findings
 - Improve research administration best practices and processes, in collaboration with the Research End-to-End process project.
- **Issue Resolution Function:** Serve as the lead for a new centralized issue resolution hub, managing the investigation and cross-office coordination required to resolve complex research administration problems.
 - Collaborate with the Assistant Deans, Research Administration Services (RAS), Research Compliance, Research Systems & Support, and others across the Institute during the process towards resolution
 - Provide guidance post-resolution on process changes required

Research Administration Professional Development, Education, and Training

- Lead the development and rollout of the DLCI Research Administration Professional Development, Education and Training Programs.
- Guide course content creation and platform selection, working with RSS and other Subject Matter Experts.
- Promote integration of new educational and training offerings with existing curricula.

Affiliate Organization Coordination (10% effort)

- Serve as OVPR's lead point of contact for strategic agreements with affiliate organizations (Broad, Draper, Ragon, AFFOA, Whitehead).
- Track, update, and coordinate institutional oversight of all affiliate organization agreements.
- Act as the central resource for DLCIs with questions about affiliate appointments, access, space, or administrative policies.
- Coordinate across MIT offices (e.g., RAS, Vice President for Finance (VPF), Technology Licensing Office (TLO), Office of General Counsel (OGC), Environment Health Services (EHS), Division of Comparative Medicine (DCM) to interpret affiliate agreement terms and ensure aligned processes (e.g., intellectual property (IP), compliance, salary, access).

Other duties as assigned.

Supervision Received

Reports to the Senior Director of Research Systems & Support

Qualifications:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree required.
- 5 years of progressive experience in research administration, higher education leadership, or organizational effectiveness.
- Deep understanding of MIT's research administration ecosystem or similar distributed university environments.
- Proven success managing complex, cross-functional projects with diverse stakeholders.
- Familiarity with federal compliance, institutional policy, and research lifecycle processes.
- Excellent facilitation, communication, analytical, and relationship-building skills.
- High degree of professional discretion and organizational savvy.