

**Center Coordinator**  
**Massachusetts Institute of Technology (MIT)**  
**Cambridge, MA**

The MIT McGovern Institute for Brain Research (MIBR) seeks a coordinator to implement operational and administrative activities, from conception to completion, for programs/projects related to several MIBR research centers, including the Tan-Yang Autism Center, Yang-Tan Molecular Therapeutics Center, Poitras Center for Psychiatric Disorders Research, Yang Post-Baccalaureate program, several graduate and postdoctoral fellowship programs, and two new centers being announced this fall.

Responsibilities span a range of program/project management, fellowship appointment and tracking, communications management (including website updates and annual center reports), event planning, and finance activities. Will support the coordination of research initiatives; coordinate workshops, meetings, and other activities within and across multiple centers, including those at other universities; monitor progress of overall portfolio of projects; coordinate scientific advisory board meetings and follow up; and maintain and track annual center budgets and fellowship appointments.

A full description is available at <https://mcgovern.science/careers>.

Requirements:

- Bachelor's degree (master's preferred)
- At least two years' administrative, operations, and/or project/program management experience
- Excellent organizational, planning, problem-solving, task completion, facilitation, relationship-building, interpersonal, and oral and written communication skills
- Experience coordinating and project managing multiple initiatives, each with strict but variable deadlines and reporting requirements
- Attention to detail
- Discretion with confidential information Proficiency and experience with MS Office (including Excel, Word and PowerPoint), WordPress, Twitter, Facebook, and LinkedIn
- Ability to prioritize and juggle simultaneous tasks, meet deadlines, and deliver high-quality results; help manage a multi-investigator research program; work both independently and collaboratively as part of a diverse team; and work effectively in a fast-paced and rapidly changing work environment

Interested candidates may apply online at [https://careers.peopleclick.com/careerscp/client\\_mit/external/jobDetails/jobDetail.html?jobPo](https://careers.peopleclick.com/careerscp/client_mit/external/jobDetails/jobDetail.html?jobPo)

stId=21673&localeCode=en-us. Please reference job number 20149.

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