Overview Statement:

MIT's Computer Science and Artificial Intelligence Lab is seeking a motivated self-starter for the position of Communications Coordinator/Infrastructural Assistance. The Coordinator is responsible for both lab-wide communications and inter-office administrative support. The ideal candidate will be flexible, responsible, creative, and able to handle a variety of tasks. Experience with writing, online media, and clerical duties is useful. Familiarity with topics in robotics and computer science is a plus, but not necessary.

Principal Duties and Responsibilities:

Administrative

• Manage and coordinate the schedule of the Assistant Director of Infrastructure
• Order and maintain office supplies for TIG
• Organize meals for TIG and occasionally lab-wide events
• Track all group purchases, generate requisitions and requests for payment
• Oversee TIG budget

Communications

• Work with communications team to generate stories
• Generate content for CSAIL website, including feature stories, short news items, student spotlights, and general site content
• Conduct interviews with principal investigators, students and staff as necessary
• Maintain CSAIL's Facebook and Twitter pages
• Help to generate print design for communications initiatives
• Liaise with MIT News Office and Media Relations to expand coverage for lab
• Support community outreach programs
• Schedule and co-conduct lab tours for groups and individuals