



Project Manager MIT Playful Journey Lab

The [Playful Journey Lab](#) within MIT Open Learning focuses on developing playful ways to support future-ready skills through innovative assessment and learning designs. Our approach to assessment is student-centered, authentic, and performance-based, empowering learners to take ownership of their own learning pathways and supporting teachers to build capacity in assessment design. Members of our interdisciplinary team collaborate on designing, implementing, and researching assessment tools in order to create tools for lifelong learning experiences, and we also spend time as a community wrestling with fuzzy and big problems in education and exploring new ideas for the future of assessment and learning.

We're seeking an enthusiastic and creative project manager to expand our team and bring new ideas and ways of working. In this role, you will collaborate with the rest of the team on a set of connected projects around the design, development, and research of game-based assessments. You will be an integral part of a fun, interdisciplinary team passionate about transforming education and assessment. You will keep the projects moving, making frequent adjustments according to the twists and turns of the work, and you will get to participate in many aspects of the design and research process. As the first dedicated project manager in our growing research group, you will also have the chance to shape the systems and processes that enable everyone to do innovative, impactful work. There are many ways we can imagine this new team member being successful, and many more ways we haven't yet imagined. If you know you are right for this role, we encourage you to show us in the way that best fits your skills and experience - go ahead and surprise us!

Responsibilities

You will take on a variety of responsibilities at different times depending on the phase of the project and the needs for creating impactful experiences for learning. Examples of the types of things you will do include:

- Gather requirements and work with project leads to understand the phases of design and research
- Create project plans including milestones and deliverables, and hold team members accountable for their responsibilities and timeline
- Identify need for meetings and coordinate scheduling, clarify meeting topics and goals, synthesize ideas to ensure all are on the same page
- Delegate tasks and balance team members' workloads

- Continually assess the scope of the project and work with project leads to adjust expectations and staff time as needed
- Flag risks and come up with options for how to mitigate them, in order to make decisions together with project leads and team members
- Protect and foster the good health of your team, making sure team members are on track, happy, and heard
- Manage collaborations with other staff within MIT and external partner organizations
- Write summaries and descriptions of the work in progress as needed for reports, articles, etc.
- Set up systems for team productivity, including selecting and rolling out any project management tools
- Set up workflow among team members for production and implementation phases
- Manage data collected during research phases to ensure consent, privacy, and accuracy of data
- Help out with project work such as playtesting, giving demos and presentations, interacting with research participants, etc.

Preferred Skills and Abilities

In this role you will have the opportunity to apply these skills and dispositions, among others, with support provided to hone your project management superpowers:

- Creative approaches to problem solving and team building
- Flexibility, adaptability, and the ability to learn and change course quickly and comfortably
- Ability to work well on an interdisciplinary team and in a collaborative environment
- Superb written and verbal communication skills, including the ability to pinpoint and resolve miscommunications
- Ability to break down a chunk of work into all the tasks that will go into it, delegate those tasks, and keep them from falling through the cracks
- Comfort working independently while identifying which decisions need to be escalated to the project leads
- Comfort working with developers, academics, and educators, and the ability to understand their needs and perspectives
- Background or interest in education technology, learning science, working with schools, etc.
- Willingness to bring all of yourself to the group, sharing outside interests and ideas
- Desire to be part of and shape our playful, quirky team of folks passionate about learning

The position is full time, reporting to the Associate Director of the Playful Journey Lab, for one year with potential to renew depending on project needs. Salary range is \$60k to \$78k depending on experience. Applications will remain open until the position is filled. To apply, please submit your application online, and also send a resume and cover letter to playfuljourneyjobs@mit.edu. For additional information about the position, please contact YJ Kim and Louisa Rosenheck, also through playfuljourneyjobs@mit.edu.